

TO: All Cost Center Managers

**Please post this where your student workers can read it.**

**STUDENT PAY SCHEDULE 2020-2021**

<u>Pay Period Dates</u>	<u>Timecard Due Date</u>	<u>Pay Date</u>
Aug 23 - Sep 5	(Mon) Sep 7 by <u>9am</u>	Sep 10
Sep 6 - Sep 19	(Mon) Sep 21 “ “	Sep 24
Sep 20 - Oct 3	(Mon) Oct 5 “ “	Oct 8
Oct 4 - Oct 17	(Mon) Oct 19 “ “	Oct 22
Oct 18 - Oct 31	(Mon) Nov 2 “ “	Nov 5
Nov 1 - Nov 14	(Mon) Nov 16 “ “	Nov 19
Nov 15 - Nov 28	(Mon) Nov 30 “ “	Dec 3
Nov 29 - Dec 12	(Mon) Dec 14 “ “	Dec 17
<b>** Dec 13 - Dec 26</b>	<b><u>(Mon) Dec 21 by 9am</u></b>	<b>Dec 23</b>
Dec 27 - Jan 9	(Mon) Jan 11 by <u>9am</u>	Jan 14
Jan 10 - Jan 23	(Mon) Jan 25 “ “	Jan 28
Jan 24 - Feb 6	(Mon) Feb 8 “ “	Feb 11
Feb 7 - Feb 20	(Mon) Feb 22 “ “	Feb 25
Feb 21 - Mar 6	(Mon) Mar 8 “ “	Mar 11
Mar 7 - Mar 20	(Mon) Mar 22 “ “	Mar 25
Mar 21 - Apr 3	(Mon) Apr 5 “ “	Apr 8
Apr 4 - Apr 17	(Mon) Apr 19 “ “	Apr 22
Apr 18 - May 1	(Mon) May 3 “ “	May 6

**Note: Please keep in mind the special due dates/times in bold for holidays.**

Instructions for Student Employees:

1. A Temporary Employment Agreement (TEA) for each job must be completed online **before** work can begin.
2. Student timecards are online in the OATS program. You should update your timecard each day you work. Please go to website: <http://timecard/login.php>.
3. After completing your timecard, save it as a PDF and email it to your supervisor before the due date.
4. Timecards must be received in Payroll by the date and time in the “Timecard Due Date” column to be paid that week.
5. Paychecks are available in student mailboxes by 2:00 PM on paydays.