

# Student Employment Program 2023-2024 Timecard Schedule

Below is a list of timecard pay periods, due dates, and pay dates  
for the **Fall 2023 and Spring 2024** semesters.

Pay Period	Due Date for Supervisor to Approve Timecard	Pay Date
8/28/23 – 9/3/23	9/1/23 – 10 AM*	9/8/23
9/4/23 – 9/17/23	9/18/23 – 10 AM	9/22/23
9/18/23 – 10/1/23	10/2/23 – 10 AM	10/6/23
10/2/23 – 10/15/23	10/16/23 – 10 AM	10/20/23
10/16/23 – 10/29/23	10/30/23 – 10 AM	11/3/23
10/30/23 – 11/12/23	11/13/23 – 10 AM	11/17/23
11/13/23 – 11/26/23	11/27/23 – 10 AM	12/1/23
11/27/23 – 12/8/23	12/11/23 – 10 AM	12/15/23
1/4/24 – 1/7/24	1/8/24 – 10 AM	1/12/24
1/8/24 – 1/21/24	1/22/24 – 10 AM	1/26/24
1/22/24 – 2/4/24	2/5/24 – 10 AM	2/9/24
2/5/24 – 2/18/24	2/19/24 – 10 AM	2/23/24
2/19/24 – 3/3/24	3/4/24 – 10 AM	3/8/24
3/4/24 – 3/17/24	3/18/24 – 10 AM	3/22/24
3/18/24 – 3/31/24	4/1/24 – 10 AM	4/5/24
4/1/24 – 4/14/24	4/15/24 – 10 AM	4/19/24
4/15/24 – 4/19/24	4/29/24 – 10am	5/3/24

**Supervisors: All timecards must be approved  
by the deadline to be processed.**

**\*Due to the Labor Day holiday, the first timecard due date is moved to Friday, September 1.**

Below is a list of timecard pay periods, due dates, and pay dates for the **May Term 2024** semester.

Please refer to the Student Employment Handbook for eligibility criteria to work during May Term.

<b>Pay Period</b>	<b>Due Date for Supervisor to Approve Timecard</b>	<b>Pay Date</b>
4/23/24 – 4/28/24	4/29/24 – 10 AM	5/3/24
4/29/24 – 5/12/24	5/13/24 – 10 AM	5/17/24

**Supervisors: All timecards must be approved by the deadline to be processed.**