

OBERLIN COLLEGE

2020-2021 ACADEMIC YEAR STUDENT PAYROLL SCHEDULE

Please consult the deadlines below to ensure timely pay for students. Student payroll deposits occur on alternate Fridays during the academic year. **It is the students' responsibility to clock in and out during their worked shifts to receive pay within the worked period.** Student Supervisors must approve time in Time Clock Plus, **by 10am**, the Monday preceding the student payday. Exception to this deadline when the Monday falls on a holiday, which the deadline will then be on Tuesday, 10am.

Pay #	Pay Period Begin	Pay Period End	Approvals Required by Monday at 10 am	Pay Day (Friday)
ST 15	7/6/2020	7/19/2020	7/20/2020	7/24/2020
ST 16	7/20/2020	8/2/2020	8/3/2020	8/7/2020
ST 17	8/3/2020	8/16/2020	8/17/2020	8/21/2020
ST 18	8/17/2020	8/30/2020	8/31/2020	9/4/2020
ST 19	8/31/2020	9/13/2020	9/14/2020	9/18/2020
ST 20	9/14/2020	9/27/2020	9/28/2020	10/2/2020
ST 21	9/28/2020	10/11/2020	10/12/2020	10/16/2020
ST 22	10/12/2020	10/25/2020	10/26/2020	10/30/2020
ST 23	10/26/2020	11/8/2020	11/9/2020	11/13/2020
ST 24	11/9/2020	11/22/2020	11/23/2020	11/27/2020
ST 25	11/23/2020	12/6/2020	12/7/2020	12/11/2020
ST 1	12/7/2020	1/3/2021	1/4/2021	1/8/2021
ST 2	1/4/2021	1/17/2021	1/18/2021	1/22/2021
ST 3	1/18/2021	1/31/2021	2/1/2021	2/5/2021
ST 4	2/1/2021	2/14/2021	2/15/2021	2/19/2021
ST 5	2/15/2021	2/28/2021	3/1/2021	3/5/2021
ST 6	3/1/2021	3/14/2021	3/15/2021	3/19/2021
ST 7	3/15/2021	3/28/2021	3/29/2021	4/2/2021
ST 8	3/29/2021	4/11/2021	4/12/2021	4/16/2021
ST 9	4/12/2021	4/25/2021	4/26/2021	4/30/2021
ST 10	4/26/2021	5/9/2021	5/10/2021	5/14/2021
ST 11	5/10/2021	5/23/2021	5/24/2021	5/28/2021
ST 12	5/24/2021	6/6/2021	6/7/2021	6/11/2021
ST 13	6/7/2021	6/20/2021	6/21/2021	6/25/2021
ST 14	6/21/2021	7/4/2021	7/5/2021	7/9/2021
ST 15	7/5/2021	7/18/2021	7/19/2021	7/23/2021

*Pay for ST 1 will include any time worked between 12/7/20 – 1/3/21 due to winter closure.

Student Employment Set-Up Note

Please consider the timing of your student hire request. Students will need to be set-up prior to their start date so they may have access to Time Clock Plus. Hire requests should be made the Wednesday preceding the student start date. Students **can** begin employment in between pay periods.

Please Note: Consequences of failing to adhere to the deadlines and schedules set forth in this document can result in delayed pay for students, loss of job privileges for students and a reassessment of hiring and supervision privileges for supervisors who have multiple occurrences of missed time entry/approvals.