

OBERLIN

COLLEGE & CONSERVATORY

2024-2025 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 work shifts to receive pay within the work period.** Student Supervisors must approve time in Time Clock Plus, **by 10 am**, the Monday preceding the student payday. Exceptions to this deadline occur when Monday falls on a holiday, in which case the deadline will be on Tuesday, 10am.

| Pay # | Pay Period Begin | Pay Period End | Approvals Required by Monday at 10 am | Pay Day (Friday) |
|-------|------------------|----------------|--|------------------|
| ST 15 | 7/1/2024 | 7/14/2024 | 7/15/2024 | 7/19/2024 |
| ST 16 | 7/15/2024 | 7/28/2024 | 7/29/2024 | 8/2/2024 |
| ST 17 | 7/29/2024 | 8/11/2024 | 8/12/2024 | 8/16/2024 |
| ST 18 | 8/12/2024 | 8/25/2024 | 8/26/2024 | 8/30/2024 |
| ST 19 | 8/26/2024 | 9/8/2024 | 9/9/2024 | 9/13/2024 |
| ST 20 | 9/9/2024 | 9/22/2024 | 9/23/2024 | 9/27/2024 |
| ST 21 | 9/23/2024 | 10/6/2024 | 10/7/2024 | 10/11/2024 |
| ST 22 | 10/7/2024 | 10/20/2024 | 10/21/2024 | 10/25/2024 |
| ST 23 | 10/21/2024 | 11/3/2024 | 11/4/2024 | 11/8/2024 |
| ST 24 | 11/4/2024 | 11/17/2024 | 11/18/2024 | 11/22/2024 |
| ST 25 | 11/18/2024 | 12/1/2024 | 12/2/2024 | 12/6/2024 |
| ST 26 | 12/2/2024 | 12/15/2024 | 12/16/2024 | 12/20/2024 |
| ST 1 | 12/16/2024 | 1/12/2025 | 1/13/2025 | 1/17/2025 |
| ST 2 | 1/13/2025 | 1/26/2025 | 1/27/2025 | 1/31/2025 |
| ST 3 | 1/27/2025 | 2/9/2025 | 2/10/2025 | 2/14/2025 |
| ST 4 | 2/10/2025 | 2/23/2025 | 2/24/2025 | 2/28/2025 |
| ST 5 | 2/24/2025 | 3/9/2025 | 3/10/2025 | 3/14/2025 |
| ST 6 | 3/10/2025 | 3/23/2025 | 3/24/2025 | 3/28/2025 |
| ST 7 | 3/24/2025 | 4/6/2025 | 4/7/2025 | 4/11/2025 |
| ST 8 | 4/7/2025 | 4/20/2025 | 4/21/2025 | 4/25/2025 |
| ST 9 | 4/21/2025 | 5/4/2025 | 5/5/2025 | 5/9/2025 |
| ST 10 | 5/5/2025 | 5/18/2025 | 5/19/2025 | 5/23/2025 |
| ST 11 | 5/19/2025 | 6/1/2025 | 6/2/2025 | 6/6/2025 |
| BW 12 | 6/2/2025 | 6/8/2025 | 6/9/2025 | 6/13/2025 |
| BW 13 | 6/9/2025 | 6/22/2025 | 6/23/2025 | 6/27/2025 |
| BW 14 | 6/23/2025 | 7/6/2025 | 7/7/2025 | 7/11/2025 |

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.