

OBERLIN COLLEGE

2021-2022 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 16	7/19/2021	8/1/2021	8/2/2021	8/6/2021
ST 17	8/2/2021	8/15/2021	8/16/2021	8/20/2021
ST 18	8/16/2021	8/29/2021	8/30/2021	9/3/2021
ST 19	8/30/2021	9/12/2021	9/13/2021	9/17/2021
ST 20	9/13/2021	9/26/2021	9/27/2021	10/1/2021
ST 21	9/27/2021	10/10/2021	10/11/2021	10/15/2021
ST 22	10/11/2021	10/24/2021	10/25/2021	10/29/2021
ST 23	10/25/2021	11/7/2021	11/8/2021	11/12/2021
ST 24	11/8/2021	11/21/2021	11/22/2021	11/26/2021
ST 25	11/22/2021	12/5/2021	12/6/2021	12/10/2021
ST 1	12/6/2021	1/2/2022	1/3/2022	1/7/2022
ST 2	1/3/2022	1/16/2022	1/17/2022	1/21/2022
ST 3	1/17/2022	1/30/2022	1/31/2022	2/4/2022
ST 4	1/31/2022	2/13/2022	2/14/2022	2/18/2022
ST 5	2/14/2022	2/27/2022	2/28/2022	3/4/2022
ST 6	2/28/2022	3/13/2022	3/14/2022	3/18/2022
ST 7	3/14/2022	3/27/2022	3/28/2022	4/1/2022
ST 8	3/28/2022	4/10/2022	4/11/2022	4/15/2022
ST 9	4/11/2022	4/24/2022	4/25/2022	4/29/2022
ST 10	4/25/2022	5/8/2022	5/9/2022	5/13/2022
ST 11	5/9/2022	5/22/2022	5/23/2022	5/27/2022
ST 12	5/23/2022	6/5/2022	6/6/2022	6/10/2022
ST 13	6/6/2022	6/19/2022	6/20/2022	6/24/2022
ST 14	6/20/2022	7/3/2022	7/4/2022	7/8/2022
ST 15	7/4/2022	7/17/2022	7/18/2022	7/22/2022

*Pay for ST 1 will include any time worked between 12/6/21 – 1/2/22 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.