

OBERLIN COLLEGE

2023-2024 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	7/17/2023	7/30/2023	7/31/2023	8/4/2023
ST 17	7/31/2023	8/13/2023	8/14/2023	8/18/2023
ST 18	8/14/2023	8/27/2023	8/28/2023	9/1/2023
ST 19	8/28/2023	9/10/2023	9/11/2023	9/15/2023
ST 20	9/11/2023	9/24/2023	9/25/2023	9/29/2023
ST 21	9/25/2023	10/8/2023	10/9/2023	10/13/2023
ST 22	10/9/2023	10/22/2023	10/23/2023	10/27/2023
ST 23	10/23/2023	11/5/2023	11/6/2023	11/10/2023
ST 24	11/6/2023	11/19/2023	11/20/2023	11/24/2023
ST 25	11/20/2023	12/3/2023	12/4/2023	12/8/2023
ST 26	12/4/2023	12/17/2023	12/18/2023	12/22/2023
ST 1	12/18/2023	12/31/2023	1/1/2024	1/5/2024
ST 2	1/1/2024	1/14/2024	1/15/2024	1/19/2024
ST 3	1/15/2024	1/28/2024	1/29/2024	2/2/2024
ST 4	1/29/2024	2/11/2024	2/12/2024	2/16/2024
ST 5	2/12/2024	2/25/2024	2/26/2024	3/1/2024
ST 6	2/26/2024	3/10/2024	3/11/2024	3/15/2024
ST 7	3/11/2024	3/24/2024	3/25/2024	3/29/2024
ST 8	3/25/2024	4/7/2024	4/8/2024	4/12/2024
ST 9	4/8/2024	4/21/2024	4/22/2024	4/26/2024
ST 10	4/22/2024	5/5/2024	5/6/2024	5/10/2024
ST 11	5/6/2024	5/19/2024	5/20/2024	5/24/2024
ST 12	5/20/2024	6/2/2024	6/3/2024	6/7/2024
ST 13	6/3/2024	6/16/2024	6/17/2024	6/21/2024
ST 14	6/17/2024	6/30/2024	7/1/2024	7/5/2024

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.