

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 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	7/1/2024	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
ST 12	6/2/2025	6/15/2025	6/16/2025	6/20/2025
ST 13	6/16/2025	6/29/2025	6/30/2025	7/4/2025
ST 14	6/30/2025	7/13/2025	7/14/2025	7/18/2025

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.