

OBERLIN COLLEGE

2019-20 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.

Pay #	Pay Period Begin	Pay Period End	Approvals Required by Monday at 10 am	Pay Day (Friday)
ST 19	9/2/2019	9/15/2019	9/16/2019	9/20/2019
ST 20	9/16/2019	9/29/2019	9/30/2019	10/4/2019
ST 21	9/30/2019	10/13/2019	10/14/2019	10/18/2019
ST 22	10/14/2019	10/27/2019	10/28/2019	11/1/2019
ST 23	10/28/2019	11/10/2019	11/11/2019	11/15/2019
ST 24	11/11/2019	11/24/2019	11/25/2019	11/29/2019
ST 25	11/25/2019	12/8/2019	12/9/2019	12/13/2019
ST 1	12/9/2019	1/5/2020	1/6/2020	1/10/2020*
ST 2	1/6/2020	1/19/2020	1/20/2020	1/24/2020
ST 3	1/20/2020	2/2/2020	2/3/2020	2/7/2020
ST 4	2/3/2020	2/16/2020	2/17/2020	2/21/2020
ST 5	2/17/2020	3/1/2020	3/2/2020	3/6/2020
ST 6	3/2/2020	3/15/2020	3/16/2020	3/20/2020
ST 7	3/16/2020	3/29/2020	3/30/2020	4/3/2020
ST 8	3/30/2020	4/12/2020	4/13/2020	4/17/2020
ST 9	4/13/2020	4/26/2020	4/27/2020	5/1/2020
ST 10	4/27/2020	5/10/2020	5/11/2020	5/15/2020
ST 11	5/11/2020	5/24/2020	5/25/2020	5/29/2020
ST 12	5/25/2020	6/7/2020	6/8/2020	6/12/2020
ST 13	6/8/2020	6/21/2020	6/22/2020	6/26/2020
ST 14	6/22/2020	7/5/2020	7/6/2020	7/10/2020

*Pay for ST 1 will include any time worked between 12/9/19 – 1/5/20 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.