



2022-2023 STUDENT EMPLOYEE BI-WEEKLY SUBMISSION AND PAY SCHEDULE

No.	Payroll Period	(Student) WTE DUE	(Supervisor) WTE Approval <i>MONDAY Before 2pm</i>	Pay Date
18	Aug 21 - Sep 3	Sep 2	Sep 6	Sep 9
19	Sep 4 - Sep 17	Sep 16	Sep 20	Sep 23
20	Sep 18 - Oct 1	Sep 30	Oct 4	Oct 7
21	Oct 2 - Oct 15	Oct 4	Oct 18	Oct 21
22	Oct 16 - Oct 29	Oct 28	Nov 1	Nov 4
23	Oct 30 - Nov 12	Nov 11	Nov 15	Nov 18
24	Nov 13 - Nov 26	Nov 25	Nov 29	Dec 2
25	Nov 27 - Dec 10	Dec 9	Dec 13	Dec 16
26	Dec 11 - Dec 24	Dec 23	Dec 27	Dec 30
2	Jan 8 - Jan 21	Jan 21	Jan 23	Jan 27
3	Jan 22 - Feb 4	Feb 4	Feb 6	Feb 10
4	Feb 5 - Feb 18	Feb 18	Feb20	Feb 24
5	Feb 19 - Mar 4	Mar 4	Mar 6	Mar 10
6	Mar 5 - Mar 18	Mar 18	Mar 20	Mar 24
7	Mar 19 - Apr 1	Apr 1	Apr 3	Apr 7
8	Apr 2 - Apr 15	Apr 15	Apr 17	Apr 21
9	Apr 16 - Apr 29	Apr 29	May 1	May 5
10	Apr 30- May 13	May 13	May15	May 19
11	May 14 - May 27	May 27	May 29	Jun 2

**** Saturday Submission: If Saturday is your last working day.**

All student time entries must be recorded in Banner WTE by the student employee for payment each pay period.
NOTE: Students are not eligible to work if Banner WTE timecard is not accessible.

Errors occurring with Banner WTE timecards must be reported to the Departmental Supervisor and the Work Study Coordinator immediately.

Students are not eligible to work during designated class hours (Hours worked during that time will **NOT** be paid from the Federal Work Study Funds) **NO EXCEPTIONS.**

LATE submission and/ or Failure to submit Banner WTE timecards will result in payment being delayed & Federal Work Study **VIOLATION.**

NOTE: 3 Violations may result in dismissal of the program.