

Student Employment Timesheet Schedule 2023-2024

2023-2024 Student Employment – Pay Periods			
#	Start - End	Timesheet DUE by 11:59pm	Pay Date
18	8/17/23-8/30/23	8/31/23	9/8/23
19	8/31/23-9/13/23	9/14/23	9/22/23
20	9/14/23-9/27/23	9/28/23	10/6/23
21	9/28/23-10/11/23	10/12/23	10/20/23
22	10/12/23-10/25/23	10/26/23	11/3/23
23	10/26/23-11/8/23	11/9/23	11/17/23
24	11/9/23-11/22/23	11/23/23	12/1/23
25	11/23/23-12/6/23	12/7/23	12/15/23
26	12/7/23-12/20/23	12/21/23	12/29/23
1	12/21/23-1/3/24	1/4/24	1/12/24
2	1/4/24-1/17/24	1/18/24	1/26/24
3	1/18/24-1/31/24	2/1/24	2/9/24
4	2/1/24-2/14/24	2/15/24	2/23/24
5	2/15/24-2/28/24	2/29/24	3/8/24
6	2/29/24-3/13/24	3/14/24	3/22/24
7	3/14/24-3/27/24	3/28/24	4/5/24
8	3/28/24-4/10/24	4/11/24	4/19/24
9	4/11/24-4/24/24	4/25/24	5/3/24
10	4/25/24-5/8/24	5/9/24	5/17/24
11	5/9/24-5/22/24	5/23/24	5/31/24

Time Entry Instructions

Visit the [Student Employment Portal](#), then enter your **Username** and **Password**.

1. Click on **Employees** then select My **Timesheets** from Employees menu.
2. Click the **Job Title** link to access your timesheet.
3. Click **Start Time Sheet** to the right of the pay period you wish to enter time.
4. Click **Add New Entry** to enter your time. You may add break minutes, sick time and notes if applicable.
5. Review the dates/times you have entered, make any necessary corrections.
6. Select **Submit time sheet and OK to confirm**.
7. **Congratulations!** Your timesheet has been submitted and is awaiting review and your supervisor's approval.

Check Pick up in Mailroom with Student ID OR you can sign up for Direct Deposit with Student Employment.