

Student Employment Program

2024-2025 Timecard Schedule – Undergraduate and Graduate (Excluding MDCHS)

Below is a list of timecard pay periods, due dates, and pay dates for the **Fall 2024 and Spring 2025** semesters.

Pay Period	Due Date for Supervisor to Approve Timecard	Pay Date
8/26/24 – 9/1/24	8/30/24 – 10 AM*	9/6/24
9/2/24 – 9/15/24	9/16/24 – 10 AM	9/20/24
9/16/24 – 9/29/24	9/30/24 – 10 AM	10/4/24
9/30/24 – 10/13/24	10/14/24 – 10 AM	10/18/24
10/14/24 – 10/27/24	10/28/24 – 10 AM	11/1/24
10/28/24 – 11/10/24	11/11/24 – 10 AM	11/15/24
11/11/24 – 11/24/24	11/25/24 – 10 AM	11/29/24
11/25/24 – 12/8/24	12/9/24 – 10 AM	12/13/24
12/9/24-12/13/24	12/23/24 – 10 AM	12/27/24
1/6/25 – 1/19/25	1/20/25 – 10 AM	1/24/25
1/20/25 – 2/2/25	2/3/25 – 10 AM	2/7/25
2/3/25 – 2/16/25	2/17/25 – 10 AM	2/21/25
2/17/25 – 3/2/25	3/3/25 – 10 AM	3/7/25
3/3/25 – 3/16/25	3/17/25 – 10 AM	3/21/25
3/17/25 – 3/30/25	3/31/25 – 10 AM	4/4/25
3/31/25 – 4/13/25	4/14/25 – 10 AM	4/18/25
4/14/25 – 4/21/25	4/28/25 – 10 AM	5/2/25

Supervisors: All timecards must be approved by the deadline to be processed.

***Due to the Labor Day holiday, the first timecard due date is moved to Friday, August 30.**

Below is a list of timecard pay periods, due dates, and pay dates for the **May Term 2024** semester.

Please refer to the Student Employment Handbook for eligibility criteria to work during May Term.

Pay Period	Due Date for Supervisor to Approve Timecard	Pay Date
4/23/25 – 4/27/25	4/28/25 – 10 AM	5/2/25
4/28/25 – 5/11/25	5/12/25 – 10 AM	5/16/25

Supervisors: All timecards must be approved by the deadline to be processed.