

Colorado College

Nonexempt, Student Payroll Schedule

2023 – 2024 Academic Year

- **Timesheets must be submitted to the supervisor before or on the “SUBMIT BY DATE”** but students are highly encouraged to submit timesheets on the last day of each pay period to allow supervisors enough time to review and approve hours.
- **Failure to submit/approve timesheets on time may cause a delay in students’ pay and risk of job loss.**
- **If a student submits late or inaccurate timesheets more than twice in one term (fall, spring, or summer), they may be suspended from student employment for the remainder of the term.**

PAY PERIOD START	PAY PERIOD END	SUBMIT BY DATE	APPROVE BY DATE	PAY DATE	ESTIMATED WORK DAYS IN PAY PERIOD
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2023

Jul 07	Jul 21	Jul 25	Jul 26	Jul 31	11
Jul 22	Aug 06	Aug 09	Aug 10	Aug 15	10
Aug 07	Aug 21	Aug 24	Aug 28	Aug 31	11
Aug 22	Sep 06	Sep 10	Sep 12	Sep 15	12
Sep 07	Sep 21	Sep 24	Sep 26	Sep 29	11
Sep 22	Oct 06	Oct 08	Oct 11	Oct 13	11
Oct 07	Oct 21	Oct 24	Oct 26	Oct 31	10
Oct 22	Nov 06	Nov 08	Nov 10	Nov 15	11
Nov 07	Nov 21	Nov 16 **Hours must be estimated thru 21st**	Nov 17	Nov 30	11
Nov 22	Dec 06	Dec 10	Dec 12	Dec 15	11
Dec 07	Dec 21	Dec 17 **Hours must be estimated thru 21st**	Dec 18	Dec 20	11

2024

Dec 22	Jan 06	Jan 8 **Winter break – can be submitted in Dec**	Jan 09	Jan 12	11
Jan 07	Jan 21	Jan 24	Jan 28	Jan 31	10
Jan 22	Feb 06	Feb 09	Feb 12	Feb 15	12
Feb 07	Feb 21	Feb 22	Feb 26	Feb 29	11
Feb 22	Mar 06	Mar 08	Mar 12	Mar 15	10
Mar 07	Mar 21	Mar 25	Mar 27	Mar 29	11
Mar 22	Apr 06	Apr 09	Apr 10	Apr 15	11
Apr 07	Apr 21	Apr 23	Apr 25	Apr 30	10
Apr 22	May 06	May 09	May 12	May 15	11
May 07	May 21	May 24	May 28	May 31	11
May 22	Jun 06	Jun 09	Jun 11	Jun 14	12
Jun 07	Jun 21	Jun 23	Jun 25	Jun 30	11
Jun 22	Jul 06	Jul 09	Jul 11	Jul 15	10

Total work days =261

Exception to normal submit date

DATE TO SUBMIT TIMESHEET BY!

- Pay Period Start and End Dates shown are for nonexempt (hourly) employees, including student employees.
- Estimated works days are based on a Mon-Fri work week.

Contact studentemployment@coloradocollege.edu for any questions to concerns regarding payroll or timesheets.