

Nonexempt/Hourly, Student Employee Payroll Schedule 2024 – 2025 Academic Year

- Timesheets must be submitted by the Timesheet Submission Deadline, or **your timesheet will be late, you will be locked out of your timesheet until after pay day, and you will be paid late!**
- **If you submit late or inaccurate timesheets more than twice in one term (fall, spring, or summer), you may be suspended from student employment for the remainder of the term.**
- You must meet eligibility requirements to be a student employee. Please refer to the Handbook for details.
- If you are graduating on May 18, 2025, **the last day you can work is the last day of your last block or May 14, 2025.**

	Pay Period Start Date	Pay Period End Date	Timesheet Submission Deadline (by end of day)	Supervisor's Approval Deadline	Pay Day Date	Approx. Workdays in Pay Period
	Summer Term '24					
13	Jul 07	Jul 21	Jul 23	Jul 25	Jul 31	10
14	Jul 22	Aug 06	Aug 08	Aug 12	Aug 15	12
15	Aug 07	Aug 21	Aug 23	Aug 27	Aug 30	11
	Fall Term '24					
16	Aug 22	Sept 06	Sept 08	Sept 10	Sept 15	12
17	Sept 07	Sept 21	Sept 24	Sept 26	Sept 29	10
18	Sept 22	Oct 06	Oct 08	Oct 10	Oct 15	10
19	Oct 07	Oct 21	Oct 24	Oct 28	Oct 31	11
20	Oct 22	Nov 06	Nov 11	Nov 12	Nov 15	12
21	Nov 07	Nov 21	Nov 18 *Hours must be estimated thru 21st**	Nov 19	Nov 29	11
22	Nov 22	Dec 06	Dec 09	Dec 10	Dec 13	11
23	Dec 07	Dec 21	Dec 16*Hours must be estimated thru 21st**	Dec 17	Dec 20	10
	Spring Term '25					
24	Dec 22 ('24)	Jan 06 ('25)	Jan 8 *Winter break – can be submitted in Dec**	Jan 12	Jan 15	11
1	Jan 07	Jan 21	Jan 26	Jan 28	Jan 31	11
2	Jan 22	Feb 06	Feb 09	Feb 11	Feb 14	12
3	Feb 07	Feb 21	Feb 23	Feb 25	Feb 28	11
4	Feb 22	Mar 06	Mar 09	Mar 11	Mar 14	9
5	Mar 07	Mar 21	Mar 25	Mar 26	Mar 31	11
6	Mar 22	Apr 06	Apr 08	Apr 10	Apr 15	10
7	Apr 07	Apr 21	Apr 23	Apr 25	Apr 30	11
8	Apr 22	May 06	May 07	May 09	May 15	11
9	May 07	May 21	May 25	May 27	May 30	11
	Summer Term '25					
10	May 22	Jun 06	Jun 08	Jun 10	Jun 13	12
11	Jun 07	Jun 21	Jun 23	Jun 25	Jun 30	10
12	Jun 22	Jul 06	Jul 08	Jul 10	Jul 15	10

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

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

Revised: October 30, 2024 – changes marked in blue highlight.