

### **2025-2026 Academic Year Pay Schedule**

The work week begins on Monday and ends at midnight on Sunday. **Between these days, student employees are permitted to work a maximum of 20 hours per week**, except for the following exceptions.

Designated Breaks: Students can work a maximum of 28 hours per week. Please note that these dates do not always align with the pay period. See the pay schedule notes with \*\* for specific dates.

Summer Semester: Students can work up to 28 hours per week, UNLESS they are enrolled in 6 or more semester hours during the summer session; then they can only work up to 20 hours per week.

Over Hours Warnings: If the student works over the allowed hours, an email will be sent to the student, and supervisor. The 1<sup>st</sup> offense is a warning. The 2<sup>nd</sup> offense will result in termination for the remainder of the semester from all student employment positions. The 3<sup>rd</sup> offense will result in no student employment for one year from the date of the 2<sup>nd</sup> offense.

Timecards must be submitted to your supervisor by 10:00 AM on the Tuesday following the close of the pay period. To ensure timely payment, students must have their timecards ready for supervisor approval between their last shift of the pay period and the Monday following the end of that period by 10:00 A.M. Failure to meet this deadline may result in a delay of payment until the next pay period.

<b>Pay Period</b>	<b>Pay Date</b>	<b>Notes</b>
08/18/25 - 08/31/25	09/12/25	Fall authorizations begin 8/25/25
09/01/25 - 09/14/25	09/26/25	
09/15/25 - 09/28/25	10/10/25	
09/29/25 - 10/12/25	10/24/25	
10/13/25 - 10/26/25	11/07/25	
10/27/25 - 11/09/25	11/21/25	
11/10/25 - 11/23/25	12/05/25	
11/24/25 - 12/07/25	12/19/25	**11/22 - 11/30 Thanksgiving Break
12/08/25 - 12/21/25	01/02/26	Students can only work 20 hrs. per week
12/22/25 - 01/04/26	01/16/26	**12/22 - 01/18 Winter Break
01/05/26 - 01/18/26	01/30/26	**12/22 - 01/18 Winter Break
01/19/26 - 02/01/26	02/13/26	
02/02/26 - 02/15/26	02/27/26	
02/16/26 - 03/01/26	03/13/26	
03/02/26 - 03/15/26	03/27/26	**03/14 - 03/22 Spring Break
03/16/26 - 03/29/26	04/10/26	
03/30/26 - 04/12/26	04/24/26	
04/13/26 - 04/26/26	05/08/26	
04/27/26 - 05/10/26	05/22/26	
05/11/26 - 05/24/26	06/05/26	Summer authorizations begin 5/16/26