

# Southwest Texas Junior College

## Departmental Aid Student Worker

### 2021 - 2022 Payroll Schedule

| Pay Period | Students<br>Web Time Entry<br>Due to Supervisor | Supervisors<br>Web Time Entry Approval<br>Due to Payroll | Pay Date |
|------------|---|--|----------|
|------------|---|--|----------|

## FALL 2021

|                    |                  |                  |          |
|--------------------|------------------|------------------|----------|
| Aug 23 - 31, 2021  | 08/31/21 12:00PM | 08/31/21 4:00PM  | 09/03/21 |
| Sept 1 - 15, 2021  | 09/15/21 12:00PM | 09/15/21 04:00PM | 09/20/21 |
| Sept 16 - 30, 2021 | 09/30/21 10:00AM | 09/30/21 12:00PM | 10/05/21 |
| Oct 1 - 15, 2021   | 10/15/21 12:00PM | 10/15/21 04:00PM | 10/20/21 |
| Oct 16 - 31, 2021  | 11/01/21 10:00AM | 11/02/21 12:00PM | 11/05/21 |
| Nov 1 - 15, 2021   | 11/15/21 12:00PM | 11/16/21 04:00PM | 11/19/21 |
| Nov 16 - 30, 2021  | 11/30/21 12:00PM | 11/30/21 04:00PM | 12/03/21 |
| Dec 1 - 9, 2021    | 12/09/21 10:00AM | 12/10/21 12:00PM | 12/20/21 |

## SPRING 2022

|                     |                  |                  |          |
|---------------------|------------------|------------------|----------|
| Jan 18 - 31, 2022   | 02/01/22 10:00AM | 02/01/22 12:00PM | 02/04/22 |
| Feb 1 - 15, 2022    | 02/15/22 12:00PM | 02/15/22 04:00PM | 02/18/22 |
| Feb 16 - 28, 2022   | 03/01/22 10:00AM | 03/01/22 12:00PM | 03/04/22 |
| Mar 1 - 15, 2022    | 03/10/22 10:00AM | 03/10/22 12:00PM | 03/18/22 |
| Mar 16 - 31, 2022   | 03/31/22 10:00AM | 03/31/22 12:00PM | 04/05/22 |
| April 1 - 15, 2022  | 04/15/22 10:00AM | 04/15/22 12:00PM | 04/20/22 |
| April 16 - 30, 2022 | 05/02/22 10:00AM | 05/02/22 12:00PM | 05/05/22 |
| May 1 - 12, 2022    | 05/16/22 10:00AM | 05/17/22 12:00PM | 05/20/22 |

## SUMMER I 2022

|                    |                  |                  |          |
|--------------------|------------------|------------------|----------|
| June 6 - 15, 2022  | 06/15/22 10:00AM | 06/15/22 12:00PM | 06/17/22 |
| June 16 - 30, 2022 | 06/30/22 10:00AM | 06/30/22 12:00PM | 07/05/22 |
| July 1 - 14, 2022  | 07/15/22 10:00AM | 07/15/22 12:00PM | 07/20/22 |

## SUMMER II 2022

|                    |                  |                  |          |
|--------------------|------------------|------------------|----------|
| July 14 - 15, 2022 | 07/15/22 10:00AM | 07/15/22 12:00PM | 07/20/22 |
| July 16 - 31, 2022 | 08/01/22 10:00AM | 08/02/22 12:00PM | 08/05/22 |
| Aug 1 - 15, 2022   | 08/16/22 10:00AM | 08/16/22 12:00PM | 08/19/22 |
| Aug 16 - 17, 2022  | 08/31/22 10:00AM | 08/31/22 12:00PM | 09/02/22 |

The due date/times for Pay Period Aug 16 - 17 may change.

**IN WEBADVISOR:** You can turn in your hours as soon as you finished working the pay period. You do not have to wait until the deadline.