

Southwest Texas Junior College

Departmental Aid Student Worker

2022 - 2023 Payroll Schedule

Pay Period	Students Web Time Entry Due to Supervisor	Supervisors Web Time Entry Approval Due to Payroll	Pay Date
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FALL 2022

Aug 22 - 31, 2022	08/31/22 10:00AM	08/31/22 12:00PM	09/02/22
Sept 1 - 15, 2022	09/16/22 10:00AM	09/16/22 12:00PM	09/20/22
Sept 16 - 30, 2022	10/03/22 10:00AM	10/03/22 12:00PM	10/05/22
Oct 1 - 15, 2022	10/17/22 10:00AM	10/17/22 12:00PM	10/20/22
Oct 16 - 31, 2022	11/01/22 10:00AM	11/01/22 12:00PM	11/04/22
Nov 1 - 15, 2022	11/16/22 10:00AM	11/16/22 12:00PM	11/18/22
Nov 16 - 30, 2022	12/01/22 10:00AM	12/01/22 12:00PM	12/05/22
Dec 1 - 8, 2022	12/08/22 10:00AM	12/08/22 12:00PM	12/20/22

SPRING 2023

Jan 17 - 31, 2023	02/01/23 10:00AM	02/01/23 12:00PM	02/03/23
Feb 1 - 15, 2023	02/15/23 10:00AM	02/15/23 12:00PM	02/17/23
Feb 16 - 28, 2023	03/01/23 10:00AM	03/01/23 12:00PM	03/03/23
Mar 1 - 15, 2023	03/09/23 10:00AM	03/09/23 12:00PM	03/20/23
Mar 16 - 31, 2023	04/03/23 10:00AM	04/03/23 12:00PM	04/05/23
April 1 - 15, 2023	04/17/23 10:00AM	04/17/23 12:00PM	04/20/23
April 16 - 30, 2023	05/01/23 10:00AM	05/01/23 12:00PM	05/05/23
May 1 - 11, 2023	05/16/23 10:00AM	05/16/23 12:00PM	05/19/23

SUMMER I 2023

June 5 - 15, 2023	06/15/23 10:00AM	06/15/23 12:00PM	06/20/23
June 16 - 30, 2023	06/30/23 10:00AM	06/30/23 12:00PM	07/05/23
July 1 - 12, 2023	07/17/23 10:00AM	07/17/23 12:00PM	07/20/23

SUMMER II 2023

July 13 - 15, 2023	07/17/23 10:00AM	07/17/23 12:00PM	07/20/23
July 16 - 31, 2023	08/01/23 10:00AM	08/01/23 12:00PM	08/04/23
Aug 1 - 15, 2023	08/16/23 10:00AM	08/16/23 12:00PM	08/18/23
Aug 16 - 17, 2023	08/31/23 10:00AM	08/31/23 12:00PM	09/05/23

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

IN SELF-SERVICE: You can turn in your hours as soon as you have finished working that pay period. You do not have to wait until the due date.