

Student Payroll Schedule

2025 Academic Year – Fall Semester

Payroll Dates From – Through	Payroll Period	Times Due by Noon	Student Payday
Aug 24* - Sept 6**	19	Sept 9	Sept 18
Sept 7* - Sept 20	20	Sept 23	Oct 2
Sept 21* - Oct 4*	21	Oct 7	Oct 16
Oct 5* - Oct 18*	22	Oct 21	Oct 30
Oct 19** - Nov 1*	23	Nov 4	Nov 13
Nov 2* – Nov 15*	24	Nov 18	Nov 26
Nov 16* – Nov 29**	25	Dec 2	Dec 11
Nov 30* – Dec 13*	26	Dec 15	Dec 24

- Students will be paid via Direct Deposit. Pay stubs are only available online. Timesheets and pay stubs are found in Workday under the **Benefits and Pay** tab
- Please have all new employees to the University present I-9 identification to the HR office as part of their onboarding. Students will need either something from **List A** (an example of this would be a passport) or **Lists B and C** (examples of List B: driver's license or student ID. Examples of List C: birth certificate or social security card). The student **cannot** begin working until the I-9 is completed.
- Academic year work study funds start August 24.
- **December Graduates** are not eligible to be paid on student payroll after January 17, 2026, without future enrollment in higher education.
- **Workday timesheets must be approved by the manager on or before the Monday (5pm) after the pay period ends.**

*25 hours per week maximum

**40 hours per week maximum

Please reach out to Jake Shearier at jshearie@uwsp.edu with any questions.