**Student Payroll Schedule**

**2025 Academic Year – Fall Semester**

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| 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 Tuesday (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](mailto:jshearie@uwsp.edu) with any questions.