

Student Payroll Schedule 2021-2022 Academic Year – Spring Semester

Payroll Period From - Through	Payroll	Time due by Noon	Student Payday
Dec 19** – January 01**	Jan A	Jan 03	January 13
January 2** – January 15**	Jan B	Jan 17	January 27
January 16* – January 29*	Jan C	Jan 31	February 10
January 30* – February 12*	Feb A	Feb 14	February 24
February 13* – February 26*	Feb B	Feb 28	March 10
February 27* – March 12*	Mar A	Mar 14	March 24
March 13** – March 26*	Mar B	Mar 28	April 07
March 27* – April 09*	April A	April 11	April 21
April 10* – April 23*	April B	April 25	May 05
April 24* – May 07*	May A	May 09	May 19
May 08* – May 21**	May B	May 23	June 02

Students will be paid by **direct deposit** of their paycheck. **Online pay stubs (earning statements) are available at <https://my.wisconsin.edu/web/exclusive/uw-system-earnings-statement>.**

- ✓ Students employed during the fall semester of 2021, **do not need to be rehired in the QUEST system.**
- ✓ **Please have all new employees to the University complete the I-9 and W-4 forms in the Payroll Office** (Room 116 Old Main) or within their department. Students need a picture ID AND something from list A (ex: passport) or something from list B and C (examples include a social security card or birth certificate). We will not process any Quest forms without this paperwork. **Questions, contact Jake Shearier (jshearie@uwsp.edu)**
- ✓ Supervisors, please check with all employees to see if they are working another job at UWSP to ensure they do not go over their allowed hours.
- ✓ **December Graduates** are not eligible to be paid on student payroll after Jan 29th, 2022 without permission from the payroll office
- ✓ **May Graduates** are not eligible to be paid on student payroll after May 21st, 2022 without permission from the payroll office
- ✓ **Hours must be entered and approved by supervisors by 5pm on the Tuesday after the pay period ends onto the students' online timesheets**
- ✓ The last day to use academic year work-study funds is May 21st, 2022

*25 hours per week maximum

****40 hours per week maximum**