

## 2025-2026 Student Employment Payroll Information

| <u>Month</u>   | <u>Student Time Entry<br/>Deadline*</u> | <u>Supervisor Approval<br/>Deadline*</u> | <u>Pay Date</u>    |
|----------------|---|--|--------------------|
| August 15 - 31 | September 2                             | September 3                              | September 15, 2025 |
| September      | October 2                               | October 3                                | October 15, 2025   |
| October        | November 3                              | November 4                               | November 14, 2025  |
| November       | December 2                              | December 3                               | December 15, 2025  |
| December       | January 5                               | January 6                                | January 15, 2026   |
| January        | February 2                              | February 3                               | February 13, 2026  |
| February       | March 2                                 | March 3                                  | March 13, 2026     |
| March          | April 2                                 | April 6                                  | April 15, 2026     |
| April          | May 4                                   | May 5                                    | May 15, 2026       |
| May 1 – May 14 | May 15                                  | May 18                                   | May 22, 2026       |

\*By Midnight

Please enter your time each shift and submit weekly.

*In order to be paid, each month students must enter hours worked in MyGustavus before the deadline expires.  
(This does not apply to departments with Homebase).*