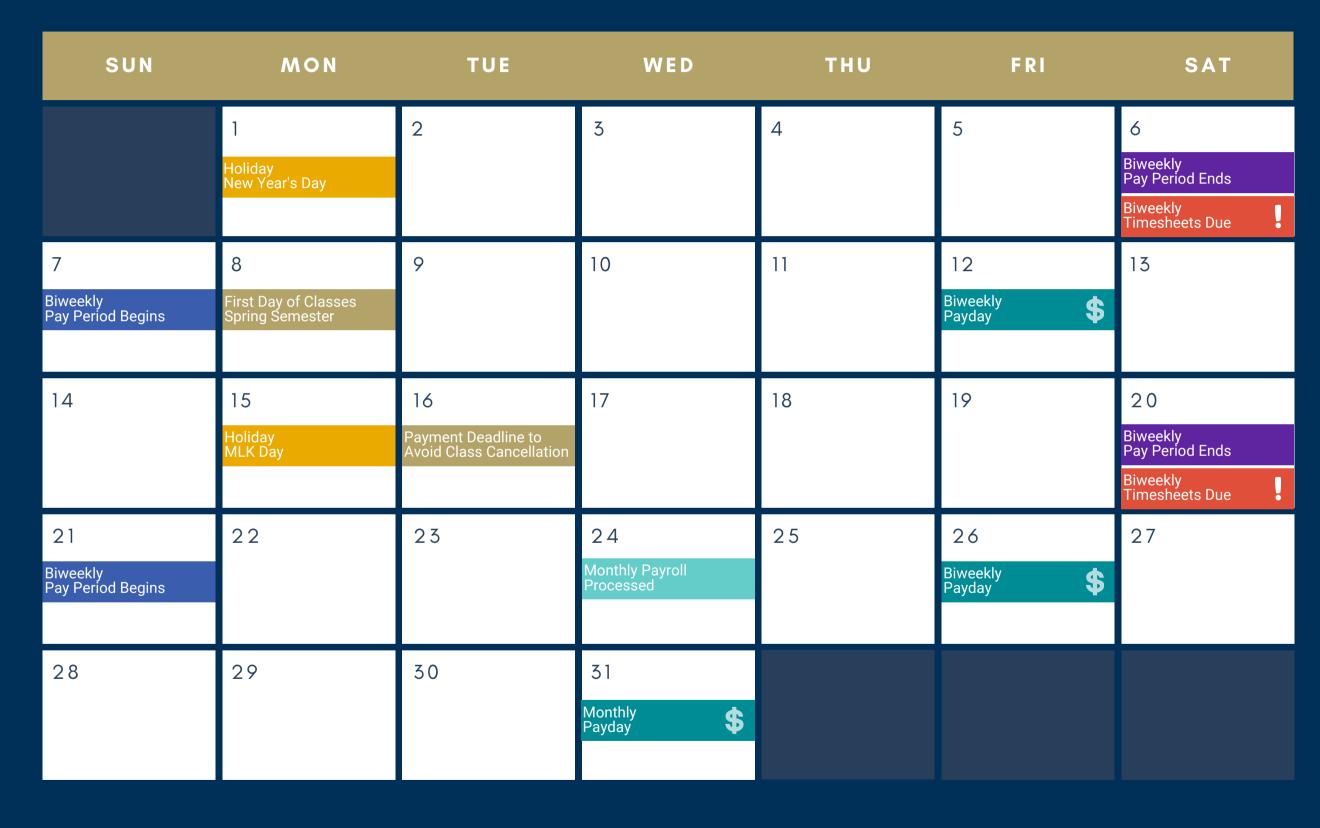


# 2024 STUDENT PAYROLL CALENDAR



#### JAN 2024





### FEB 2024

#### **Time Reporting**

Resources for Student Employees Paid Weekly

Reporting Time Using the Web Clock

Reporting Time for Multiple Jobs Using the Web Clock

Reporting Time When Web Clock Is Unavailable

Reporting Time Using a Physical Time Clock

If you are uncertain of how you report time, check with your supervisor.

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
						Biweekly Pay Period Ends
						Biweekly Timesheets Due
4	5	6	7	8	9	10
Biweekly Pay Period Begins					Biweekly Payday	
11	12	13	14	15	16	17
						Biweekly Pay Period Ends
						Biweekly Timesheets Due
18	19	20	21	22	23	24
Biweekly Pay Period Begins			Monthly Payroll Processed		Biweekly Payday	
25	26	27	28	29		
				Monthly Payday		

## MAR 2024

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2 Riweekly
						Biweekly Pay Period Ends Biweekly Timesheets Due
3	4	5	6	7	8	9
Biweekly Pay Period Begins					Biweekly Payday \$	
10	11	12	13	14 15	15	16
						Biweekly Pay Period Ends
						Biweekly Timesheets Due
17	18	19	20	21	22	23
Biweekly Pay Period Begins	Spring Break	Spring Break	Spring Break	Spring Break	Spring Break	
				Monthly Payroll Processed	Biweekly Payday	
24	25	26	27	28	29	30
					Monthly Payday	Biweekly Pay Period Ends
						Biweekly Timesheets Due
31						
Biweekly Pay Period Begins						



## **APR 2024**

#### Have a Human Resources question? Administrative Services Center (ASC) can help!

Log in with your GT account and password to access online
Knowledge Articles or to submit a request for help on your specific issue.

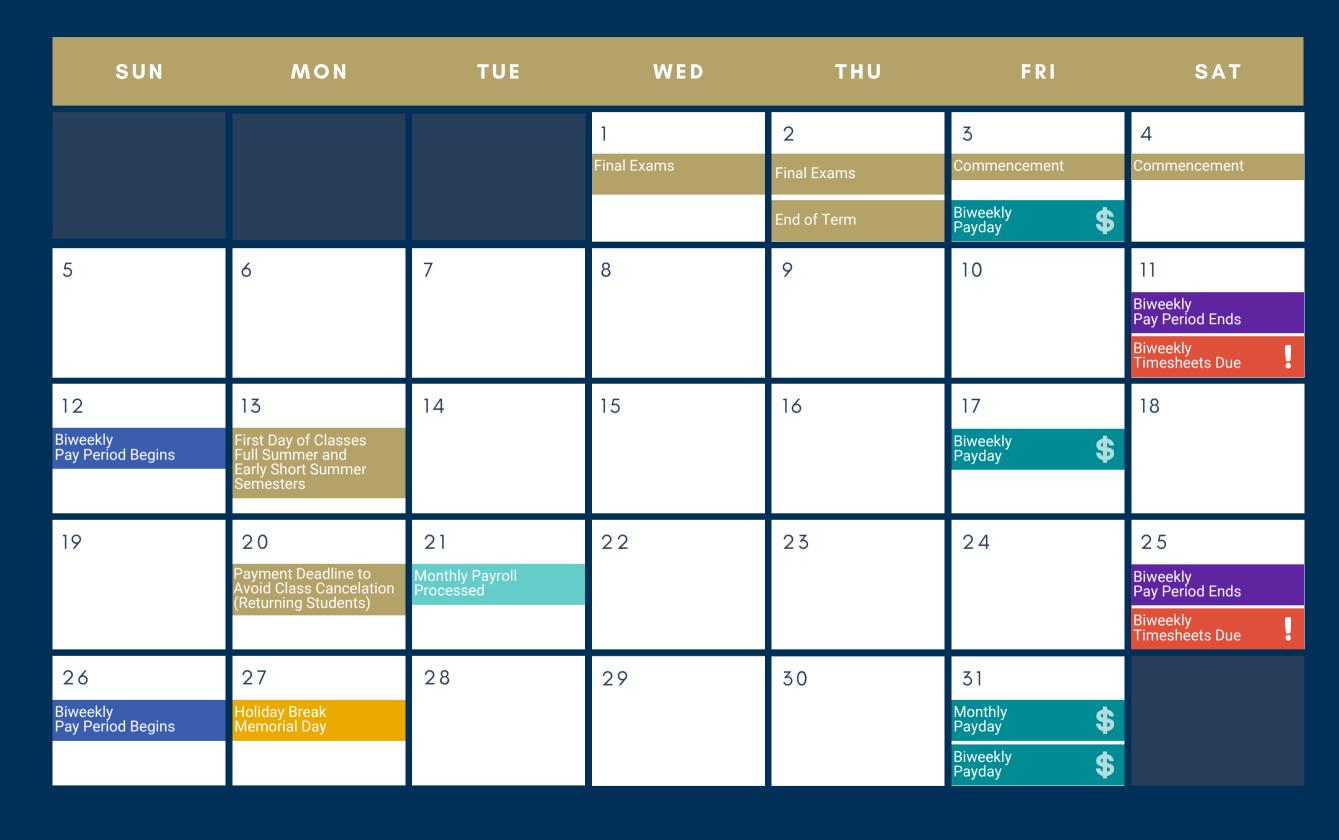
Common HR-related student employment inquiries include:

- Am I hired yet?
- Why can't I submit hours for my job(s)?
- Why haven't I been paid?

Can't <u>login in</u>? ASC Customer Service is also available by phone: (404) 385-1111 (8a-5p, M-F), or email: <u>support@asc.gatech.edu</u>.

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
					Biweekly Payday	
7	8	9	10	11	12	13
						Biweekly Pay Period Ends
						Biweekly Timesheets Due
14	15	16	17	18	19	20
Biweekly Pay Period Begins					Biweekly Payday	
21	22	23	24	25	26	27
	Final Instructional Class Day	Final Instructional Class Day	Reading Period	Reading Period Final Exams	Final Exams	Biweekly Pay Period Ends
		Monthly Payroll Processed				Biweekly Timesheets Due
28	29	30				
Biweekly Pay Period Begins	Final Exams	Reading Period Final Exams				
		Monthly Payday				

#### MAY 2024



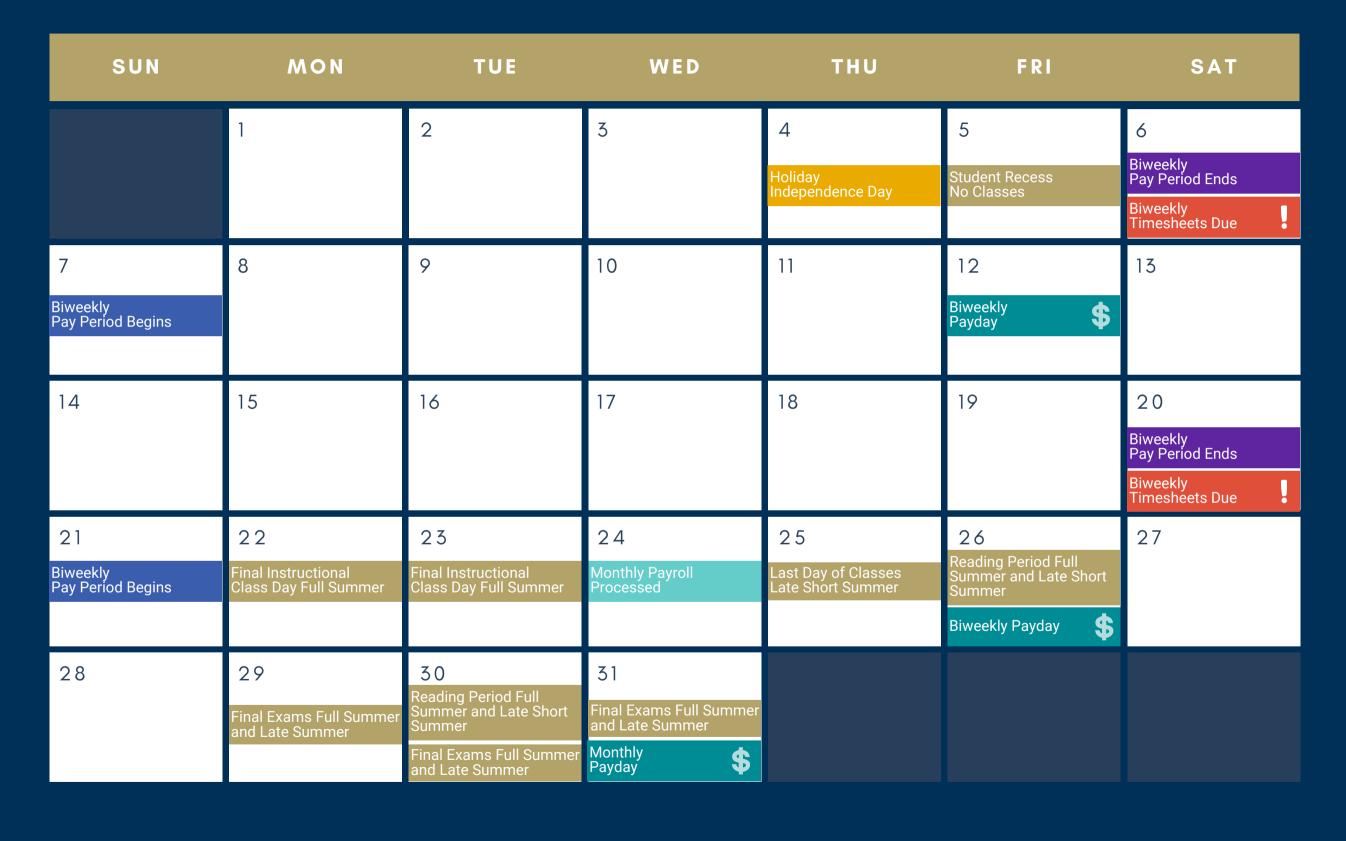


## JUN 2024

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
						Biweekly Pay Period Ends
						Biweekly Timesheets Due
9	10	11	12	13	14	15
Biweekly Pay Period Begins					Last Day of Classes Early Short Summer	
					Biweekly Payday	
16	17	18	19	20	21	22
		Monthly Payroll Processed	Holiday Break Juneteenth			Biweekly Pay Period Ends
						Biweekly Timesheets Due
23	24	25	26	27	28	28
Biweekly Pay Period Begins	First Day of Classes Late Short Summer Semester	Payment Deadline to Avoid Class Cancellation (Summer Freshman Students)			Biweekly Payday \$	
		Freshman Students)			Monthly Payday \$	
30						



#### JUL 2024





### AUG 2024

#### **Getting Paid**

Paycheck Resources for Student Employees

Viewing My Paycheck

Review/Update My Direct Deposit Information

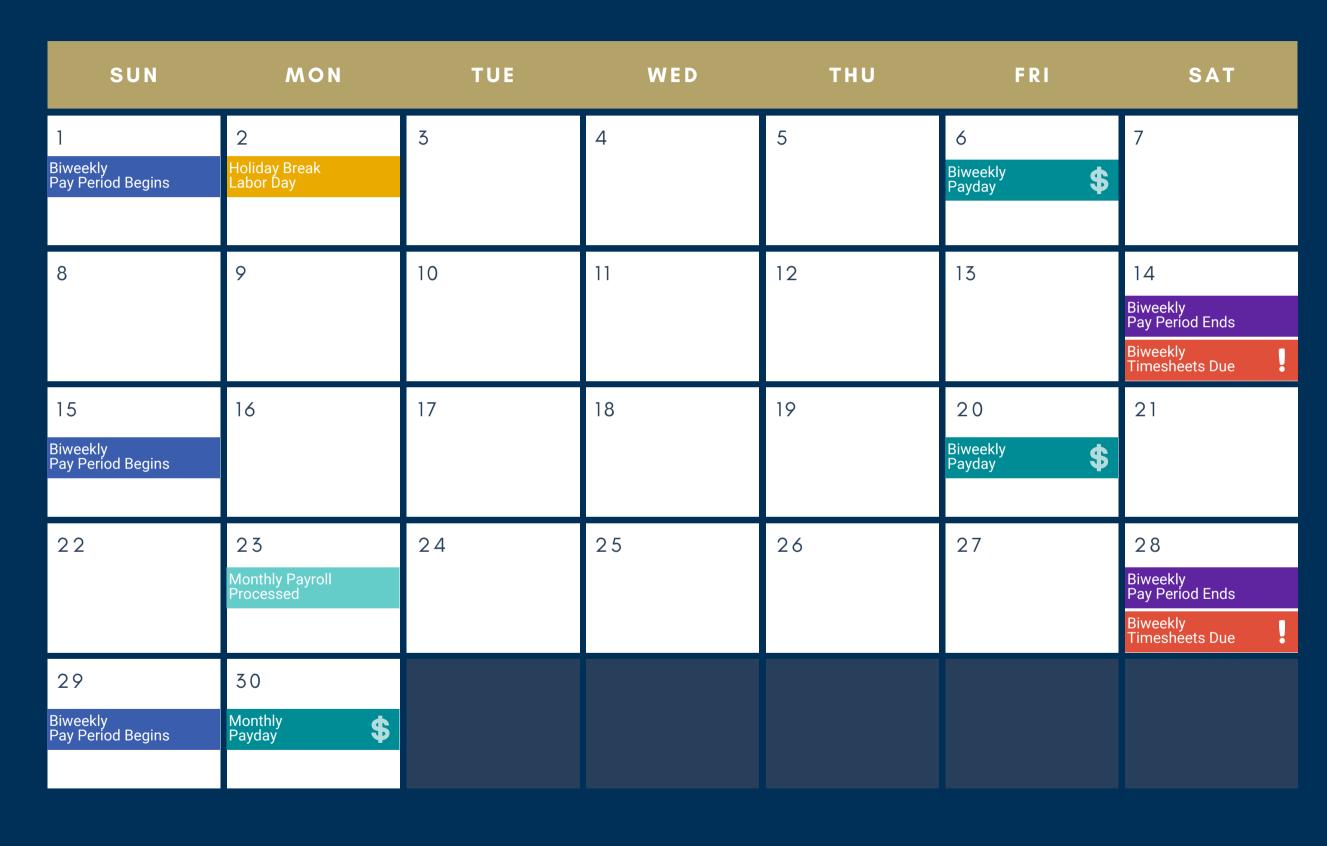
**Understanding Your Pay Statement** 

My summer paycheck includes withholdings for the Georgia Defined Contribution Plan. How Do I Apply for a Refund?

Visit our <u>Payroll</u> Website for more information.

SUN	MON	TUE	WED	THU	FRI	SAT
				Final Exams Full Summer and Late Summer  End of Term All Summer Sessions	2	Biweekly Pay Period Ends  Biweekly Timesheets Due
4 Biweekly Pay Period Begins	5	6	7	8	9 Biweekly Payday	10
11	12	13	14	15	16	Biweekly Pay Period Ends  Biweekly Timesheets Due
18 Biweekly Pay Period Begins	First Day of Classes Fall Semester	20	21	2 2 Monthly Payroll Processed	2 3  Biweekly Payday	24
25	26 Payment Deadline to Avoid Class Cancellation	27	28	29	30 Monthly Payday	Biweekly Pay Period Ends  Biweekly Timesheets Due

#### SEP 2024





## OCT 2024



SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
					Biweekly Payday	
6	7	8	9	10	11	12
	,	O	,	10	"	Biweekly Pay Period Ends
						Biweekly Timesheets Due
13	14	15	16	17	18	19
Biweekly Pay Period Begins	Fall Break	Fall Break			Biweekly Payday	
20	21	22	23	24	25	26
			Monthly Payroll Processed			Biweekly Pay Period Ends
						Biweekly Timesheets Due
27	28	29	30	31		
Biweekly Pay Period Begins				Monthly Payday		

#### NOV 2024



WED

THU

SAT

FRI

TUE

MON

SUN



# **DEC**2024

#### Remember!

To help with your end-of-year tax preparations, don't forget to opt-in to receive your W-2 electronically.

Tax Withholding and Forms



SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
	Final Instructional Class Day	Final Instructional Class Day	Reading Day	Reading Period Final Exams	Final Exams	Biweekly Pay Period Ends
						Biweekly Timesheets Due
8	9	10	11	12	13	14
Biweekly Pay Period Begins	Final Exams	Reading Period Final Exams	Final Exams	Final Exams	Commencement	Commencement
				End of Term	Biweekly Payday	
15	16	17	18	19	20	21
		Monthly Payroll Processed				Biweekly Pay Period Ends
						Biweekly Timesheets Due
22	23	24	25	26	27	28
Biweekly Pay Period Begins	Winter Break Campus Closed	Winter Break Campus Closed	Winter Break Campus Closed	Winter Break Campus Closed	Winter Break Campus Closed	
					Biweekly Payday	
29	30	31				
		Monthly Payday				