



2024 STUDENT PAYROLL CALENDAR



Human Resources

JAN 2024

SUN	MON	TUE	WED	THU	FRI	SAT
	1 Holiday New Year's Day	2	3	4	5	6 Biweekly Pay Period Ends Biweekly Timesheets Due !
7 Biweekly Pay Period Begins	8 First Day of Classes Spring Semester	9	10	11	12 Biweekly Payday \$	13
14	15 Holiday MLK Day	16 Payment Deadline to Avoid Class Cancellation	17	18	19	20 Biweekly Pay Period Ends Biweekly Timesheets Due !
21 Biweekly Pay Period Begins	22	23	24 Monthly Payroll Processed	25	26 Biweekly Payday \$	27
28	29	30	31 Monthly Payday \$			



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 Biweekly Pay Period Begins	5	6	7	8	9 Biweekly Payday \$	10
11	12	13	14	15	16	17 Biweekly Pay Period Ends Biweekly Timesheets Due !
18 Biweekly Pay Period Begins	19	20	21 Monthly Payroll Processed	22	23 Biweekly Payday \$	24
25	26	27	28	29 Monthly Payday \$		

MAR 2024

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2 Biweekly Pay Period Ends Biweekly Timesheets Due !
3 Biweekly Pay Period Begins	4	5	6	7	8 Biweekly Payday \$	9
10	11	12	13	14	15	16 Biweekly Pay Period Ends Biweekly Timesheets Due !
17 Biweekly Pay Period Begins	18 Spring Break	19 Spring Break	20 Spring Break	21 Spring Break	22 Spring Break Monthly Payroll Processed Biweekly Payday \$	23
24	25	26	27	28	29 Monthly Payday \$	30 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 [login in](#)? ASC Customer Service is also available by phone: (404) 385-1111 (8a-5p, M-F), or email: support@asc.gatech.edu.

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

MAY 2024



SUN	MON	TUE	WED	THU	FRI	SAT
			1 Final Exams	2 Final Exams End of Term	3 Commencement Biweekly Payday \$	4 Commencement
5	6	7	8	9	10	11 Biweekly Pay Period Ends Biweekly Timesheets Due !
12 Biweekly Pay Period Begins	13 First Day of Classes Full Summer and Early Short Summer Semesters	14	15	16	17 Biweekly Payday \$	18
19	20 Payment Deadline to Avoid Class Cancellation (Returning Students)	21 Monthly Payroll Processed	22	23	24	25 Biweekly Pay Period Ends Biweekly Timesheets Due !
26 Biweekly Pay Period Begins	27 Holiday Break Memorial Day	28	29	30	31 Monthly Payday \$ Biweekly Payday \$	

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 Biweekly Pay Period Begins	10	11	12	13	14 Last Day of Classes Early Short Summer Biweekly Payday \$	15
16	17	18 Monthly Payroll Processed	19 Holiday Break Juneteenth	20	21	22 Biweekly Pay Period Ends Biweekly Timesheets Due !
23 Biweekly Pay Period Begins	24 First Day of Classes Late Short Summer Semester	25 Payment Deadline to Avoid Class Cancellation (Summer Freshman Students)	26	27	28 Biweekly Payday \$ Monthly Payday \$	28
30						



JUL 2024



SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4 Holiday Independence Day	5 Student Recess No Classes	6 Biweekly Pay Period Ends Biweekly Timesheets Due !
7 Biweekly Pay Period Begins	8	9	10	11	12 Biweekly Payday \$	13
14	15	16	17	18	19	20 Biweekly Pay Period Ends Biweekly Timesheets Due !
21 Biweekly Pay Period Begins	22 Final Instructional Class Day Full Summer	23 Final Instructional Class Day Full Summer	24 Monthly Payroll Processed	25 Last Day of Classes Late Short Summer	26 Reading Period Full Summer and Late Short Summer Biweekly Payday \$	27
28	29 Final Exams Full Summer and Late Summer	30 Reading Period Full Summer and Late Short Summer Final Exams Full Summer and Late Summer	31 Final Exams Full Summer and Late Summer Monthly Payday \$			

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 [Payroll](#) Website for more information.

SUN	MON	TUE	WED	THU	FRI	SAT
				1 Final Exams Full Summer and Late Summer End of Term All Summer Sessions	2	3 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	17 Biweekly Pay Period Ends Biweekly Timesheets Due !
18 Biweekly Pay Period Begins	19 First Day of Classes Fall Semester	20	21	22 Monthly Payroll Processed	23 Biweekly Payday \$	24
25	26 Payment Deadline to Avoid Class Cancellation	27	28	29	30 Monthly Payday \$	31 Biweekly Pay Period Ends Biweekly Timesheets Due !

SEP 2024

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



OCT 2024

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



NOV 2024

SUN	MON	TUE	WED	THU	FRI	SAT
					1 Biweekly Payday \$	2
3	4	5	6	7	8	9 Biweekly Pay Period Ends Biweekly Timesheets Due !
10 Biweekly Pay Period Begins	11	12	13	14	15 Biweekly Payday \$	16
17	18	19 Monthly Payroll Processed	20	21	22	23 Biweekly Pay Period Ends Biweekly Timesheets Due !
24 Biweekly Pay Period Begins	25	26	27 Student Recess No Classes	28 Holiday Break Thanksgiving Break	29 Holiday Break Thanksgiving Break Biweekly Payday Monthly Payday \$	30



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](#)

» [Log In](#)

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