

**Southwest Texas Junior College  
Departmental Aid Student Worker  
2023 - 2024 Payroll Schedule**

**FALL 2023**

Pay Period	Students		Supervisors		Pay Date
	Submit	Hours Deadline	Approval	Deadline	
Aug 28 - 31, 2023	08/31/23	10:00AM	08/31/23	12:00PM	09/05/23
Sept 1 - 15, 2023	09/18/23	10:00AM	09/18/23	12:00PM	09/20/23
Sept 16 - 30, 2023	10/02/23	10:00AM	10/02/23	12:00PM	10/05/23
Oct 1 - 15, 2023	10/16/23	10:00AM	10/16/23	12:00PM	10/20/23
Oct 16 - 31, 2023	11/01/23	10:00AM	11/01/23	12:00PM	11/03/23
Nov 1 - 15, 2023	11/16/23	10:00AM	11/16/23	12:00PM	11/20/23
Nov 16 - 30, 2023	12/01/23	10:00AM	12/01/23	12:00PM	12/05/23
Dec 1 - 14, 2023	12/14/23	10:00AM	12/14/23	12:00PM	12/20/23

**SPRING 2024**

Pay Period	Students		Supervisors		Pay Date
	Submit	Hours Deadline	Approval	Deadline	
Jan 16 - 31, 2024	02/01/24	10:00AM	02/01/24	12:00PM	02/05/24
Feb 1 - 15, 2024	02/15/24	10:00AM	02/15/24	12:00PM	02/20/24
Feb 16 - 29, 2024	03/01/24	10:00AM	03/01/24	12:00PM	03/05/24
Mar 1 - 15, 2024	03/18/24	10:00AM	03/18/24	12:00PM	03/20/24
Mar 16 - 31, 2024	04/01/24	10:00AM	04/01/24	12:00PM	04/05/24
April 1 - 15, 2024	04/16/24	10:00AM	04/16/24	12:00PM	04/19/24
April 16 - 30, 2024	05/01/24	10:00AM	05/01/24	12:00PM	05/03/24
May 1 - 9, 2024	05/16/24	10:00AM	05/16/24	12:00PM	05/20/24

**SUMMER I 2024**

Pay Period	Students		Supervisors		Pay Date
	Submit	Hours Deadline	Approval	Deadline	
June 3 - 15, 2024	06/17/24	10:00AM	06/17/24	12:00PM	06/20/24
June 16 - June 30, 2024	07/01/24	10:00AM	07/01/24	12:00PM	07/05/24
July 1 - 10, 2024	07/16/24	10:00AM	07/16/24	12:00PM	07/19/24

**SUMMER II 2024**

Pay Period	Students		Supervisors		Pay Date
	Submit	Hours Deadline	Approval	Deadline	
July 11 - 15, 2024	07/16/24	10:00AM	07/16/24	12:00PM	07/19/24
July 16 - 31, 2024	08/01/24	10:00AM	08/01/24	12:00PM	08/05/24
Aug 1 - 15, 2024	08/16/24	10:00AM	08/16/24	12:00PM	08/20/24

**IN SELF-SERVICE:** You can turn in your hours as soon as you finished working the pay period. You do not have to wait until the deadline.