

Southwest Texas College

Departmental Aid Student Worker

2024 - 2025 Payroll Schedule

FALL 2024

Pay Period	Students		Supervisors		Pay Date
	Submit	Hours Deadline	Approval	Deadline	
Aug 26 - 31, 2024	9/3/2024	10:00 AM	9/3/2024	12:00 PM	9/5/2024
Sept 1 - 15, 2024	9/16/2024	10:00 AM	9/16/2024	12:00 PM	9/20/2024
Sept 16 - 30, 2024	10/1/2024	10:00 AM	10/1/2024	12:00 PM	10/4/2024
Oct 1 - 15, 2024	10/16/2024	10:00 AM	10/16/2024	12:00 PM	10/18/2024
Oct 16 - 31, 2024	11/1/2024	10:00 AM	11/1/2024	12:00 PM	11/5/2024
Nov 1 - Nov 15, 2024	11/18/2024	10:00 AM	11/18/2024	12:00 PM	11/20/2024
Nov 16 - Nov 30, 2024	12/2/2024	10:00 AM	12/2/2024	12:00 PM	12/5/2024
Dec 1 - Dec 12, 2024	12/12/2024	10:00 AM	12/12/2024	12:00 PM	12/20/2024

SPRING 2025

Pay Period	Students		Supervisors		Pay Date
	Submit	Hours Deadline	Approval	Deadline	
Jan 21 - 31, 2025	2/3/2025	10:00 AM	2/3/2025	12:00 PM	2/5/2025
Feb 1 - 15, 2025	2/17/2025	10:00 AM	2/17/2025	12:00 PM	2/20/2025
Feb 16 - 28, 2025	3/3/2025	10:00 AM	3/3/2025	12:00 PM	3/5/2025
March 1 - 15, 2025	3/13/2025	10:00 AM	3/13/2025	12:00 PM	3/20/2025
March 16 - 31, 2025	4/1/2025	10:00 AM	4/1/2025	12:00 PM	4/4/2025
April 1 - 15, 2025	4/16/2025	10:00 AM	4/16/2025	12:00 PM	4/18/2025
April 16 - 30, 2025	5/1/2025	10:00 AM	5/1/2025	12:00 PM	5/5/2025
May 1 - 15, 2025	5/16/2025	10:00 AM	5/16/2025	12:00 PM	5/20/2025

SUMMER I 2025

Pay Period	Students		Supervisors		Pay Date
	Submit	Hours Deadline	Approval	Deadline	
June 2- 15, 2025	6/16/2025	10:00 AM	6/16/2025	12:00 PM	6/20/2025
June 16 - 30, 2025	7/1/2025	10:00 AM	7/1/2025	12:00 PM	7/3/2025
July 1- 9, 2025	7/16/2025	10:00 AM	7/16/2025	12:00 PM	7/18/2025
*OR If Enrolled in Summer I and Summer II					
July 1 - 15, 2025	7/16/2025	10:00 AM	7/16/2025	12:00 PM	7/18/2025

SUMMER II 2025

Pay Period	Students		Supervisors		Pay Date
	Submit	Hours Deadline	Approval	Deadline	
July 10 - 15, 2025	7/16/2025	10:00 AM	7/16/2025	12:00 PM	7/18/2025
July 16 - 31, 2025	8/1/2025	10:00 AM	8/1/2025	12:00 PM	8/5/2025
Aug 1 - 14, 2025	8/18/2025	10:00 AM	8/18/2025	12:00 PM	8/20/2025

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.