

Louisiana Tech University Student Payroll Calendar Fiscal Year 2021-2022

Pay Period	Due Date	Pay Date
06/05/21-06/18/21	06/21/21	06/25/21
06/19/21-07/02/21	07/06/21	07/09/21
07/03/21-07/16/21	07/19/21	07/23/21
07/17/21-07/30/21	08/02/21	08/06/21
07/31/21-08/13/21	08/16/21	08/20/21
08/14/21-08/27/21	08/30/21	09/03/21
08/28/21-09/10/21	09/13/21	09/17/21
09/11/21-09/24/21	09/27/21	10/01/21
09/25/21-10/08/21	10/11/21	10/15/21
10/09/21-10/22/21	10/25/21	10/29/21
10/23/21-11/05/21	11/08/21	11/12/21
11/06/21-11/19/21	11/19/21	11/24/21
11/20/21-12/03/21	12/06/21	12/10/21
12/04/21-12/17/21	12/17/21	12/22/21
12/18/21-12/31/21	01/03/22	01/07/22

Pay periods are usually two weeks and run Saturday to Friday.

Student payroll checks will disburse on Friday's for Fiscal Year 2021-2022, unless otherwise noted.

Dates in ***bold italic*** have been adjusted due to holidays and/or closures.

Please note that dates shown above are subject to change, if necessary.

IMPORTANT DATES TO REMEMBER:

- 08/13/21:** Last day graduating students & students not registered at least half-time for Fall Quarter 21-22 can work
- 08/14/21:** Start of new academic year in regards to student employment. First day 21-22 certifications are required for **ALL** student workers. First day students can work if enrolled at least half-time for Fall Quarter 21-22.
- 11/18/21:** Last day that a student can work for Fall 21-22 if they are not enrolled at least half-time for Winter 21-22.
- 02/25/22:** Last day that a student can work for Winter 21-22 if they are not enrolled at least half-time for Spring 2022.
- 05/20/22:** Last day that a student can work for Spring 22 if they are not enrolled at least half-time for Summer 2022.
- 8/12/22:** Last day that a student can work for Summer 22 if they are not enrolled at least half-time for Fall 22-23.

PLEASE SEE THE REVERSE

STUDENT EMPLOYMENT ELIGIBILITY RULES (*Student eligibility rules apply to ALL students, ALL quarters*):

- Students must be enrolled at least half-time to be eligible for student employment. Half time enrollment is defined as 4 hours for undergraduates or 3 hours for graduates.
- Students must have cumulative undergraduate GPA of 2.0 or cumulative graduate GPA of 3.0 during employment. First time freshmen must have an ACT Composite score of 20 or higher at time of employment.
- Enrollment hours and GPA must be checked before hire date and at the beginning of each quarter. You can check the CICS system or with the FAO to make sure each student worker is enrolled at least half-time and is meeting the cumulative college GPA required. If a student does not meet one of these, employment must discontinue immediately.
- Student workers will be allowed to hold only one job at a time during an academic year (ex: FWSP, Regular Funds, Graduate Assistantship, etc).
- Student employees may work an average of 20 hours per week (*not to exceed 25 hours per week*) or 80 hours in a pay period during any 4 week pay period. NO EXCEPTIONS!!!

CERTIFICATION:

It is essential that **ANY** student performing work of any nature for the University be eligible and properly certified **PRIOR TO** their beginning work. This is true for **ANY** student performing work regardless of the source of funding for their wages. ***All certifications are done through Workday.***

INTERNATIONAL STUDENT WORKERS:

A valid Social Security card with authorization to work in the United States must be presented at the time of employment. ***International students are prohibited from working more than 20 hours per week.***

SUBMITTING TIME IN WORKDAY:

- Students are **NOT** allowed to work during a scheduled class.
- Students **MUST** clock in and clock out of Workday each shift that they work, including lunch breaks.
- Time is submitted at the end of ***each pay period*** through Workday. Time will go to the supervisor for approval and the supervisor will then submit the time to the payroll department.
- If a student works during an official University closure, please complete the Student Worker Request to Work Official University Closure form and send it to the financial aid office at least one week prior to the closure.

STUDENT EMPLOYMENT DROP FORM:

Please terminate students by completing the drop form as soon as a student's employment is discontinued for **ANY** reason. (*EXAMPLES: graduating, dropped below half-time enrollment, not enrolled, etc...*) The drop form must be sent to the Office of Financial Aid.

QUARTER BREAK:

Students are **ONLY** allowed to work during quarter break during the academic year if they are enrolled at least half-time for the following quarter. Please note that students are still limited to working an average of 20 hours/week for the pay period. Please contact the Financial Aid Office at 318-257-2641 or email carol@latech.edu if you have any questions.