Fall 2024 Student Pay Procedures
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1. Student time should be entered bi-weekly and should be paid in the time period they worked. NOTE: Banner will not allow
students to enter time into past pay periods. Only students can enter their hours so it is important that you remind students
that their hours need to be entered by 5:00 p.m. on the Friday of the pay period that is ending. See STUDENT PAYROLL
SCHEDULE for specific dates.

2. If a student does not enter their hours before the cutoff time the supervisor will need to contact Theresa Bakula or Tammy
Wisz. There are two options possible to get the student paid:
a. Tell payroll the total hours and the amount will be added into the