

Student Payment of Earnings

All undergraduate students employed on campus must complete and submit their hours on a bi-weekly basis so that these hours can be approved via Workday. Graduate students with hourly appointments must also submit their hours for approval in Workday. Students must submit these hours prior to the pay processing deadline in order to be paid on time.

Money earned is paid directly to the student employee through either a bi-weekly paycheck or by direct deposit into a checking or savings account. You can designate bank accounts and set up direct deposit in Workday via Payment Elections. A valid Social Security Number in the Workday system is required to set up direct deposit. The direct deposit must be set up prior to a pay processing deadline in order to apply to the next pay cycle.

If a student is employed in more than one position, the student will receive one paycheck which includes hours from all jobs. Graduate students who have both an hourly position and monthly job will be paid twice per month, on the bi-weekly payday.

See the [pay calendars](#) for more information.