

STUDENT EMPLOYMENT BIWEEKLY WORK/PAY SCHEDULE

Federal Work Study (FWS) & Academic Service Scholarship Program (ASSP)

AUGUST 2026 – JUNE 2027

PAYROLL GUIDELINES

Students are responsible for submitting their timesheets in TimesheetX by **Friday at 11:59 p.m.** each pay period.

Supervisors must review and approve submitted timesheets by **Monday at 10:00 a.m.** (or the deadline shown below).

Late timesheets or approvals will delay student pay until the next payroll cycle.

Questions or payroll concerns should be directed to Student Employment at **423-425-4677** no later than 9:30 a.m. on the supervisor approval deadline.



Students:

Submit timesheets by
Friday at 11:59 p.m.



Supervisors:

Approve timesheets by
Monday at 10:00 a.m.



Holiday schedules may
result in earlier payroll
deadlines. Supervisors
will be notified by email
of any changes.

START DATE	END DATE	SUPERVISOR APPROVAL DEADLINE (10:00 A.M.)	PAY DATE (TUESDAY)
8/24/2026	9/6/2026	9/8/2026*	9/15/2026
9/7/2026	9/20/2026	9/21/2026	9/29/2026
9/21/2026	10/4/2026	10/5/2026	10/13/2026
10/5/2026	10/18/2026	10/19/2026	10/27/2026
10/19/2026	11/1/2026	11/2/2026	11/10/2026
11/2/2026	11/15/2026	11/16/2026	11/24/2026
11/16/2026	11/29/2026	11/30/2026	12/8/2026
11/30/2026	12/13/2026	12/14/2026	12/22/2026
12/14/2026	12/27/2026	12/28/2026	1/5/2027
12/28/2026	1/10/2027	1/11/2027	1/19/2027
1/11/2027	1/24/2027	1/25/2027	2/2/2027
1/25/2027	2/7/2027	2/8/2027	2/16/2027
2/8/2027	2/21/2027	2/22/2027	3/2/2027
2/22/2027	3/7/2027	3/8/2027	3/16/2027
3/8/2027	3/21/2027	3/22/2027	3/30/2027
3/22/2027	4/4/2027	4/5/2027	4/13/2027
4/5/2027	4/18/2027	4/19/2027	4/27/2027
4/19/2027	5/2/2027	5/3/2027	5/11/2027
5/3/2027	5/16/2027	5/17/2027	5/25/2027
5/17/2027	5/30/2027	5/31/2027	6/8/2027
5/31/2027	6/13/2027	6/14/2027	6/22/2027
6/14/2027	6/27/2027	6/28/2027**	7/6/2027

* Labor Day (Sept. 7, 2026) – deadline moved to Tuesday.

** Final payroll for the academic year.



FALL 2026

- Students may begin working **AUGUST 24, 2026**
- Last day students may work **NOVEMBER 30, 2026**



SPRING 2027

- Students may begin working **JANUARY 19, 2027**
- Last day students may work **APRIL 26, 2027**

