

Payroll Schedule

When is pay day?

Payments take place on the 15th and final day of each month whenever possible. If the 15th or final day of a month falls on a weekend or a Federal/bank holiday, that pay day will be moved **backwards** on the calendar to the next applicable **business** day.

When will I get paid?

All employees are paid on a semi-monthly schedule with pay dates on the 15th and last working day of the month.

The payroll process begins five to six days prior to the actual payday. Any changes to pay, ad hoc salary changes, promotions, or deductions must be submitted using the appropriate EPAF no later than the published date listed on the **payroll calendar**.

Faculty are paid according to their contract as 9-month (18 pay periods) or 12-month (24 pay periods) employees.

I am a full-time employee - when will I get paid?

Full-Time employees are paid in real-time. This means that they receive payment for the work they perform during a given pay period **at the end of that pay period**.

For example:

Pay period: 1/1/2025 - 1/15/2025

Payment date: 1/15/2025

I am a student worker or part-time employee - when will I get paid?

Hourly Employees are paid in arrears on a semi-monthly schedule (24 pay periods) with pay dates on the 15th and last working day of the month. Time turned in for the first through the fifteenth is paid on the last working day of the month. Time turned in for the sixteenth through the last day of the month is paid on the fifteenth of the following month.

For example:

Pay period: 1/1/2025 - 1/15/2025

Payment date: 1/31/2025

Time is entered using Banner Time Entry. Time sheets must be submitted and approved by the day after the time period closes.

More questions about when you will be paid? Contact Payroll Services!

? A-State Payroll

? 870-972-3454

? payroll@astate.edu

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