

**STUDENTS:**

The process for tracking and submitting your timesheet for work study is as follows:

1. Login to eServices on the ATCC Website
2. Select "Student Employment" (on the left of the screen)
3. Click on "Enter Time Worked"
4. Submit your e-timesheet on or before the due date  
(reminders will be sent to your ATCC email address).

If you have issues, please contact Eldie in our payroll office:

[Eldie Dertinger: eldied@alextech.edu](mailto:eldied@alextech.edu) or 320-762-4567

**Pay Periods for Fiscal Year 2025**

Pay Period #	Beginning Date	Ending Date	Date Timesheet is Due	Pay Date
1	06/19/24	07/02/24	07/03/24	07/12/24
2	07/03/24	07/16/24	07/17/24	07/26/24
3	07/17/24	07/30/24	07/31/24	08/09/24
4	07/31/24	08/13/24	08/14/24	08/23/24
5	08/14/24	08/27/24	08/28/24	09/06/24
6	08/28/24	09/10/24	09/11/24	09/20/24
7	09/11/24	09/24/24	09/25/24	10/04/24
8	09/25/24	10/08/24	10/09/24	10/18/24
9	10/09/24	10/22/24	10/23/24	11/01/24
10	10/23/24	11/05/24	11/06/24	11/15/24
11	11/06/24	11/19/24	11/20/24	11/27/24
12	11/20/24	12/03/24	12/04/24	12/13/24
13	12/04/24	12/17/24	12/18/24	12/27/24
14	12/18/24	12/31/24	01/01/25	01/10/25
15	01/01/25	01/14/25	01/15/25	01/24/25
16	01/15/25	01/28/25	01/29/25	02/07/25
17	01/29/25	02/11/25	02/12/25	02/21/25
18	02/12/25	02/25/25	02/26/25	03/07/25
19	02/26/25	03/11/25	03/12/25	03/21/25
20	03/12/25	03/25/25	03/26/25	04/04/25
21	03/26/25	04/08/25	04/09/25	04/18/25
22	04/09/25	04/22/25	04/23/25	05/02/25
23	04/23/25	05/06/25	05/07/25	05/16/25
24	05/07/25	05/20/25	05/21/25	05/30/25
25	05/21/25	06/03/25	06/04/25	06/13/25
26	06/04/25	06/17/25	06/18/25	06/27/25