

Dear Student Employees and Supervisors,

As we approach year-end, please review the important payroll and holiday closure information below.

University Holiday Closures

- **Thanksgiving:** Wednesday, November 26 – Friday, November 28, 2025
 - **Winter Break:** Thursday, December 18, 2025 – Friday, January 2, 2026
 - Offices reopen **Monday, January 5, 2026**
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Payroll Processing Deadline for Student Employees

- **Pay Period:** Nov 10–23 | **Pay Date:** Nov 28 | **Timecards Due:** Fri, Nov 21, 5:00 PM
 - **Pay Period:** Nov 24–Dec 7 | **Pay Date:** Dec 12 | **Timecards Due:** Mon, Dec 8, 12:00 PM
 - Last day of classes is December 5th, if you don't have exams, submit your timecards before you leave for winter break
 - **Pay Period:** Dec 8–21 | **Pay Date:** Dec 26 | **Timecards Due:** Thu, Dec 18, 12:00 PM
 - **Pay Period:** Dec 22–Jan 4 | **Pay Date:** Jan 9 | **Timecards Due:** Mon, Jan 5, 12:00 PM
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Student Employment During the Holidays and Winter Break

- Students **may work during the break** only if their department is open and a staff member is on-site.
 - All hours must be **worked on campus** and recorded in ADP.
 - **Remote work is not permitted.**
 - Students may not work if their department is closed.
 - Maximum: **8 hours per day / 40 hours per week.**
 - Take an **unpaid meal break** if working more than 6 consecutive hours.
 - Students **cannot work on:**
 - **Nov 27, 2025 – Thanksgiving**
 - **Dec 25, 2025 – Christmas**
 - **Jan 1, 2026 – New Year's Day**
 - **Supervisors:** Please confirm work schedules for students working over the break.
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Ohio Minimum Wage

- **Effective Jan 1, 2026:** Minimum wage increases to **\$11.00/hour.**
 - Any student earning below \$11.00/hour will automatically be adjusted—**no action needed from supervisors.**
 - More info: [2026 Ohio Minimum Wage Poster \(PDF\)](#)
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Year-End Checklist

- **Go Paperless:** Opt in for your electronic W-2 via the [ADP Portal](#).
 - Navigate to: *Myself* → *Pay* → *Pay & Tax Statements* → *Go Paperless*
 - Verify your **address, phone number, and emergency contact**.
 - Update **tax withholding** and **direct deposit** details as needed.
- **Direct Deposit** is required for payroll processing.

Attached: **2025 and 2026 Payroll Calendars**

For questions, contact the Student Employment Office at studentemployment@owu.edu

Wishing you a safe and happy holiday season!