

# FEDERAL COLLEGE WORK STUDY

## SPRING 2012

### Time Sheet/Payroll Schedule

**\*\* NOTE: Spring Work Study Ends 5/3 (last day of final exams) \*\***  
**Last 4 digit SS# and Account Number are required on each time sheet**

Hours worked week of: (Thursday thru Wednesday):	Time sheet due to Financial Aid Office:	Pay Date:
1/5 – 1/18*	Fri., 1/20	Thurs., 2/9
1/19 – 2/1	Fri., 2/3	Thurs., 2/23
2/2 – 2/15	Fri., 2/17	Thurs., 3/8
2/16 – 2/29	Fri., 3/2	Thurs., 3/22
3/1 – 3/14	Fri., 3/16	Thurs., 4/5
3/15 – 3/28	Fri., 3/30	Thurs., 4/19
3/29 – 4/11	Fri., 4/13	Thurs., 5/3
4/12 – 4/25	Fri., 4/27	Thurs., 5/17
4/26 – 5/09*	Fri., 5/11	Thurs., 5/31

\* denotes a split period

### Time Sheet Requirements:

1. **Time sheets must be in the Financial Aid Office by the due date** listed above to ensure the student gets paid on time.
2. **All entries must be in ink.** All changes on the time sheet must be initialed by the supervisor.
3. You must **show ½ hour break if working more than 6 consecutive hours** in one day.
4. Students may not work more than 20 hours per week when classes are in session (40 hours per week when classes not in session with permission from the Financial Aid Office).
5. Supervisors are responsible for checking student time sheets for accuracy.
6. Supervisors are responsible for making sure the students do not earn more than their Federal Work Study awards.
7. Time sheets are for a specific period in accordance with the Work Study Payroll Schedule. There is only one payroll period per sheet. **Do not split pay periods.**
8. A late, improperly completed or illegible time sheet may substantially delay payment. Time sheet may be returned to the supervisor for correction.
9. Pay checks or pays stubs, if not provided by your supervisor, may be picked up in the Business Office, 2<sup>nd</sup> floor of Kunsela Hall Room A226. If not picked up, checks/pay stubs are held 30 days and then mailed to permanent address.