

Student Work Study Timesheets

Completing your timesheet by appropriate deadlines is essential to getting your paycheck on time.

Timesheets are used by both department supervisor and the Payroll Office to log and track the amount of hours you are working, to ensure you do not exceed your allocated budget each semester, and to ensure that you are not working while you are scheduled to be in class. Once you have completed your timesheet, your supervisor will sign it and forward it to the Payroll Office. Students are NOT allowed to bring timesheets to Payroll! Please keep track of your hours and monies earned.

STUDENT WORK STUDY PAYROLL SCHEDULE 2011-2012

PAYROLL ID	PAYROLL NUMBER	PERIOD START	PERIOD END	TIMESHEET DUE	CHECK ISSUE
Summer II Budget Begins					
ST	9	7/1/2011	7/31/2011	8/1/2011	8/5/2011
ST	10	8/1/2011	8/11/2011	8/12/2011	8/18/2011
Fall Budget Begins					
ST	11	8/12/2011	8/31/2011	9/1/2011	9/8/2011
ST	12	9/1/2011	9/30/2011	10/3/2011	10/7/2011
ST	13	10/1/2011	10/31/2011	11/1/2011	11/7/2011
ST	14	11/1/2011	11/30/2011	12/1/2011	12/7/2011
ST	15	12/1/2011	12/10/2011	12/12/2011	12/16/2011
Spring Budget Begins					
ST	1	12/12/2011	12/31/2011	1/2/2012	1/9/2012
ST	2	1/1/2012	1/31/2012	2/1/2012	2/7/2012
ST	3	2/1/2012	2/29/2012	3/1/2012	3/7/2012
ST	4	3/1/2012	3/31/2012	4/2/2012	4/6/2012
ST	5	4/1/2012	4/30/2012	5/1/2012	5/7/2012
ST	6	5/1/2012	5/11/2012	5/14/2012	5/18/2012
Summer I Budget Begins					
ST	7	5/12/2012	5/31/2012	6/1/2012	6/7/2012
ST	8	6/1/2012	6/30/2012	7/2/2012	7/9/2012

*****NOTE*****

TIMESHEETS MUST BE COMPLETED AND SIGNED IN INK. EACH TIMESHEET MUST BE SIGNED BY THE STUDENT AND SUPERVISOR PRIOR TO TURNING IT IN TO PAYROLL!!! ONLY TIMESHEETS GENERATED BY THE PAYROLL OFFICE WILL BE ACCEPTED AND PAID. TIMESHEETS SUBMITTED LATE WILL BE HELD UNTIL THE NEXT SCHEDULED PAYROLL PERIOD.