2019-2020 Time Sheet Due Dates and Guidelines

It is the student’s responsibility to make sure that the completed time sheet is submitted to the Financial Aid Office by the due date each month in order to be in that month’s payroll.

Please do not make copies of the time sheets. The only time sheets that will be accepted are the orange sheets that are available in the Student Service Center (Mullen 203).

Time sheets must be turned in each month.

- A separate time sheet must be completed for each month.
- All information must be filled in on the time sheet.
  - Date, Time In, Time Out, Hours Worked and signatures
- If you are working more than 6 hours, you are required to take a ½ hour break.
  - You must show this by splitting your shift on your time sheet into two separate entries on that day.
- You are limited to a maximum of 20 hours per week.

Paychecks can be picked up on the 15th of each month in the Student Service Center. If the 15th falls on a Saturday or Sunday, paychecks will be available the preceding Friday.

If you have any questions or concerns regarding the Federal Work Study Program, please contact the Financial Aid Office.

Completed Time Sheets are due in the Financial Aid Office by 5:00 PM on:

- **August 1st** for July hours
- **September 2nd** for August hours
- **October 1st** for September hours
- **November 1st** for October hours
- **December 2nd** for November hours
- **January 2nd** for December hours
- **February 3rd** for January hours
- **March 2nd** for February hours
- **April 1st** for March hours
- **May 1st** for April hours
- **June 1st** for May hours
- **July 1st** for June hours