Ursuline College

2022-2023 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 time 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 will be mailed on the 15th of each month to your home address listed in the system or you may choose to have them directly deposited into your bank account by completing the direct deposit form. If the 15th falls on a Saturday or Sunday, paychecks will be mailed 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 1st for August hours
October 3rd for September hours
November 1st for October hours
December 1st for November hours
January 3rd for December hours
February 1st for January hours
March 1st for February hours
April 3rd for March hours
May 1st for April hours
June 1st for May hours
July 3rd for June hour