

# Ursuline College

## 2023-2024 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 **yellow 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.
  - o Date, Time In, Time Out, Hours Worked **and** signatures
- + If you are working 5 hours or more, you are **required** to take a ½ hour break.
  - o 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 8 hours per day and 20 hours per week.

Paychecks will be mailed on the 15<sup>th</sup> 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 15<sup>th</sup> 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 Student Service Center.

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

**August 1<sup>st</sup>** for July hours

**September 1<sup>st</sup>** for August hours

**October 2<sup>nd</sup>** for September hours

**November 1<sup>st</sup>** for October hours

**December 1<sup>st</sup>** for November hours

**January 3<sup>rd</sup>** for December hours

**February 1<sup>st</sup>** for January hours

**March 1<sup>st</sup>** for February hours

**April 1<sup>st</sup>** for March hours

**May 1<sup>st</sup>** for April hours

**June 3<sup>rd</sup>** for May hours

**July 1<sup>st</sup>** for June hours