

Ursuline College

2025-2026 Time Sheet Due Dates and Guidelines

It is the students' responsibility to make sure that the completed time sheet is submitted to the Financial Aid Office by the due date each month 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 **PINK time sheets** that are available in the Student Service Center (Mullen 203).

Time sheets must be turned in each month.

- + A separate timesheet 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
- + You are **required** take a ½ hour break after working 5 consecutive hours.
 - 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.

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 1st for September hours
November 3rd for October hours
December 1st for November hours
December 22nd for December hours

February 2nd 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



ATTENTION

CHANGE TO WORK-STUDY PAYDAYS

The date in which paychecks are issued to work-study students has changed. Work-study students will still receive a monthly paycheck, for the prior month's work, but the date you will receive your paycheck is as follows:

July 25 th	January 23 rd
August 22 nd	February 20 th
September 19 th	March 20 th
October 17 th	April 17 th
November 28 th	May 15 th
December 26 th	June 26 th

Paychecks will be mailed monthly per the dates listed above 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 you have any questions or concerns regarding the Federal Work Study Program, please contact the Student Service Center.