

WORK STUDY PAY PERIODS FOR 2009-2010

FALL SEMESTER

<u>START DATE</u>	<u>END DATE</u>	<u>TIME SHEETS DUE</u>	<u>LENGTH OF PAY PERIOD</u>	<u>CHECKS ISSUED</u>
Aug. 17, 2009	Sept. 11, 2009	Sept. 11, 2009	Four Weeks	Sept. 18, 2009
Sept. 14, 2009	Oct. 2, 2009	Oct. 2, 2009	Three Weeks	Oct. 9, 2009
Oct. 5, 2009	Oct. 30, 2009	Oct. 30, 2009	Four Weeks	Nov. 6, 2009
Nov. 2, 2009	Nov. 20, 2009	Nov. 20, 2009	Three Weeks	Nov. 24, 2009

SPRING SEMESTER

<u>START DATE</u>	<u>END DATE</u>	<u>TIME SHEETS DUE</u>	<u>LENGTH OF PAY PERIOD</u>	<u>CHECKS ISSUED</u>
Jan. 11, 2010	Feb. 5, 2010	Feb. 5, 2010	Four Weeks	Feb. 12, 2010
Feb. 8, 2010	Feb. 26, 2010	Feb. 26, 2010	Three Weeks	March 5, 2010
March 1, 2010	March 31, 2010	March 31, 2010	Four Weeks	April 9, 2010
April 5, 2010	April 23, 2010	April 23, 2010	Three Weeks	April 30, 2010

THE FOLLOWING DATES ARE WHEN THE SCHOOL IS CLOSED AND WORK STUDY TIME CANNOT BE TURNED IN FOR THESE DAYS:

<u>Fall Semester</u>		<u>Spring Semester</u>	
Sept 7, 2009	Labor Day	Jan 18, 2010	Martin L. King Holiday
Oct 12-13, 2009	Fall Break	Mar 15-20, 2010	Spring Holidays
Nov 25-28, 2009	Thanksgiving Holidays	April 1-3, 2010	Easter Holidays
Dec. 2-4, 2009	Clearance	May 4-6, 2010	Clearance

NOTE: To comply with Federal Regulations, work study supervisors must fill out a daily time sheet for each of their workers. The time sheets must be **completed by the work study supervisor** and *signed by both the student and the supervisor*. Supervisors are responsible for students' time sheets.

REMEMBER, NO STUDENT IS ALLOWED TO WORK WHEN HE/SHE IS SCHEDULED TO BE IN CLASS. THERE IS NO EXCEPTION. ANY EXTRA WORK STUDY HOURS MUST BE APPROVED BY THE FINANCIAL AID OFFICE.