

**FALL SEMESTER**

<b><u>START DATE</u></b>	<b><u>END DATE</u></b>	<b><u>TIME SHEETS DUE</u></b>	<b><u>LENGTH OF PAY PERIOD</u></b>	<b><u>CHECKS ISSUED</u></b>
Aug. 14, 2017	Sept. 8, 2017	Sept. 8, 2017	Four Weeks	Sept. 15, 2017
Sept. 11, 2017	Oct. 6, 2017	Oct. 6, 2017	Four Weeks	Oct. 13, 2017
Oct. 9, 2017	Nov. 3 2017	Nov. 3, 2017	Four Weeks	Nov. 10, 2017
Nov. 6, 2017	Dec. 1, 2017	Dec. 1 2017	Four Weeks	Dec. 8, 2017

**SPRING SEMESTER**

<b><u>START DATE</u></b>	<b><u>END DATE</u></b>	<b><u>TIME SHEETS DUE</u></b>	<b><u>LENGTH OF PAY PERIOD</u></b>	<b><u>CHECKS ISSUED</u></b>
Jan. 10, 2018	Feb. 2, 2018	Feb. 2, 2018	Four Weeks	Feb. 9, 2018
Feb. 5, 2018	Mar. 2, 2018	Mar. 2, 2018	Four Weeks	Mar.9, 2018
Mar. 5, 2018	April 6, 2018	April 6, 2018	Four Weeks	April 13, 2018
April 9, 2018	May 3, 2018	May 3, 2018	Four Weeks	May 10, 2018

**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. 4, 2017	Labor Day	Jan. 15, 2018	Martin L. King Holiday
Oct. 9-10, 2017	Fall Break	March 12-16, 2018	Spring Break
Nov. 20-24, 20167	Thanksgiving Holidays	February 19, 2018	President Day
Nov. 29 – Dec 1, 2017	Clearance	March 29-20	Easter Holiday
		May 1-3, 2018	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.**

cc: Work Study Supervisors, Pat Norton, Ruthie Castle

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