

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. 20, 2018 | Sept. 14, 2018 | Sept. 14, 2018 | Four Weeks | Sept. 21, 2018 |
| Sept. 17, 2018 | Oct. 12, 2018 | Oct. 12, 2018 | Four Weeks | Oct. 19, 2018 |
| Oct. 15, 2018 | Nov. 9, 2018 | Nov. 9, 2018 | Four Weeks | Nov. 16, 2018 |
| Nov. 12, 2018 | Dec. 7, 2018 | Dec. 7, 2018 | Four Weeks | Dec. 14, 2018 |

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. 14, 2019 | Feb. 8, 2019 | Feb. 8, 2019 | Four Weeks | Feb. 15, 2019 |
| Feb. 11, 2019 | Mar. 8, 2019 | Mar. 8, 2019 | Four Weeks | Mar. 22, 2019 |
| Mar. 18, 2019 | April 12, 2019 | April 12, 2019 | Four Weeks | April 19, 2019 |
| April 15, 2019 | May 9, 2019 | May 9, 2019 | Four Weeks | May 16, 2019 |

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. 3, 2018 | Labor Day | Jan. 21, 2019 | Martin L. King Holiday |
| Oct. 8-9, 2018 | Fall Break | February 18, 2019 | President Day |
| Nov. 19-23, 2018 | Thanksgiving Holidays | March 11-15, 2019 | Spring Break |
| Dec. 5 – Dec. 7, 2018 | Clearance | April 18-19, 2019 | Easter Holiday |
| | | May 7-9, 2019 | 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.