

**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. 19, 2019	Sept. 13, 2019	Sept. 13, 2019	Four Weeks	Sept. 20, 2019
Sept. 16, 2019	Oct. 11, 2019	Oct. 11, 2019	Four Weeks	Oct. 18, 2019
Oct. 14, 2019	Nov. 8, 2019	Nov. 8, 2019	Four Weeks	Nov. 15, 2019
Nov. 11, 2019	Dec. 6, 2019	Dec. 6, 2019	Three Weeks	Dec. 13, 2019

**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. 13, 2020	Feb. 7, 2020	Feb. 7, 2020	Four Weeks	Feb. 14, 2020
Feb. 10, 2020	Mar. 6, 2020	Mar. 6, 2020	Four Weeks	Mar. 20, 2020
Mar. 16, 2020	April 10, 2020	April 10, 2020	Four Weeks	April 17, 2020
April 13, 2020	April 30, 2020	April 30, 2020	Three Weeks	May 7, 2020

**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. 2, 2019	Labor Day	Jan. 20, 2020	Martin L. King Holiday
Oct. 14-15, 2019	Fall Break	March 9-13, 2020	Spring Break
Nov. 25-29, 2019	Thanksgiving Holidays	April 9-10, 2020	Easter Holiday

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.**