2010-2011 Time Sheet Due Dates

Below are the monthly dates that your time sheets are due. *It is your responsibility to make sure that the completed time sheet, signed by you and your supervisor is submitted to the Financial Aid Office by the due date each month in order to be paid.* Please do not make copies of the time sheets. The only time sheets that will be accepted are the colored sheets that are available in the Student Service Center (Mullen 203).

Paychecks can be picked up on the 15th of each month in the Student Service Center, if the 15th falls on a Saturday or Sunday, paychecks will be available the preceding Friday.

**Completed Time Sheets are due in the Financial Aid Office by:**

- September 2nd for August hours
- October 4th for September hours
- November 2nd for October hours
- December 2nd for November hours
- January 3rd for December hours
- February 2nd for January hours
- March 2nd for February hours
- April 4th for March hours
- May 2nd for April hours
- June 2nd for May hours
- July 1st for June hours

If you have any questions or concerns regarding the Federal Work Study Program, please contact the Financial Aid Office.