

**FEDERAL WORK STUDY
TIME RECORD DEADLINE CALENDAR
FALL TERM 2009**

Hours Worked	Time Record Deadline by 5:00 PM*	Pay Period End Date On Time Record	Pay Date
August 31, 2009 through September 15, 2009	September 14, 2009	September 15, 2009	September 30, 2009
September 16, 2009 through October 15, 2009	October 16, 2009	October 15, 2009	October 30, 2009
October 16, 2009 through November 15, 2009	November 12, 2009	November 15, 2009	November 30, 2009
November 16, 2009 through December 15, 2009	November 25, 2009	December 15, 2009	December 16, 2009

In order to be eligible for a September payment, all paperwork must be returned to the Work Study Office by September 8, 2009.

Paychecks and direct deposits are distributed in the ballroom of the Alumni Hall on payday and the following day.

Paychecks and direct deposits that are not picked up will be mailed to the student's permanent address.

*The **WHITE** copy of the time record is due in the Payroll Department, 207P Craig Hall (200 S. Craig Street) by the above deadline dates at 5:00 PM.

*The **YELLOW** copy of the time record is to be sent to the Work Study Office (Office of Admissions and Financial Aid) 120 Alumni Hall, 4227 Fifth Avenue.

*The **PINK** copy of the time record is to be retained by the direct supervisor.