



Pay Period	Timecard Due Date	Pay Date
June 16 - 30, 2025	<b>June 30, 2025 **BY NOON</b>	July 15, 2025
July 1 -15, 2025	July 16, 2025	July 31, 2025
July 16 - 31, 2025	August 1, 2025	August 15, 2025
August 1 - 15, 2025	August 18, 2025	August 30, 2025
August 16 - 31, 2025	September 1, 2025	September 13, 2025
September 1 - 15, 2025	September 15, 2025	September 30, 2025
September 16 - 30, 2025	September 30, 2025	October 15, 2025
October 1 - 15, 2025	October 15, 2025	October 31, 2025
October 16 - 31, 2025	October 31, 2025	November 15, 2025
November 1 - 15, 2025	<b>November 17, 2025 NOON</b>	November 29, 2025
November 16 - 30, 2025	<b>December 1, 2025 NOON</b>	December 15, 2025
<b>December 1 - 15, 2025</b>	<b>December 15, 2025 **BY NOON</b>	<b>December 31, 2025</b>
December 16 - 31, 2025	January 2, 2026	January 15, 2026
January 1 - 15, 2026	January 15, 2026	January 30, 2026
January 16 -31, 2026	<b>February 2, 2026 NOON</b>	February 14, 2026
February 1 - 15, 2026	<b>February 16, 2026 NOON</b>	February 28, 2026
February 16 - 28, 2026	<b>March 2, 2026 NOON</b>	March 14, 2026
March 1 - 15, 2026	March 13, 2026	March 31, 2026
March 16 - 31, 2026	March 31, 2026	April 15, 2026
April 1 - 15, 2026	April 15, 2026	April 30, 2026
April 16 - 30, 2026	April 30, 2026	May 15, 2026
May 1 - 15, 2026	May 15, 2026	May 30, 2026
May 16 - 31, 2026	May 29, 2026	June 13, 2026
June 1 - 15, 2026	June 15, 2026	June 30, 2026
June 16 -30, 2026	June 30, 2026	July 15, 2026
July 1 - 15, 2026	July 15, 2026	July 31, 2026

On pay dates, your check can be picked up at the Business Office. If you do not collect your check on the pay date, it will be held in the Business Office for you to pick up. Any checks not picked up will eventually be mailed to the address you provided on your Paycheck Mail Authorization Form.

***\*Please make note of the early due date.***

***\*\*Checks will be mailed to the address on your Paycheck Mail Authorization Form.***

## How to Fill Out Your Work-Study Timecard

Legibly write your full name and the department you work for.

Write in the last date of the pay period - refer to the payroll schedule on the reverse side of this sheet.

Record the times in and out for each day you worked within the pay period. Please use quarter-hour rounding for times in and out. Refer to the chart below for examples:

Actual Time	Round To
8:00 – 8:07	8:00
8:08 – 8:22	8:15
8:23 – 8:37	8:30
8:38 – 8:52	8:45
8:53 – 9:00	9:00

Total up the number of hours worked each day in the column on the right-hand side of the card and record the Grand Total at the bottom.

Sign and date your timecard.

Have your timecard signed by your supervisor. Only the supervisor/supervisors listed on your work-study agreement are authorized to sign your timecard, and it is the work-study employee's responsibility to obtain this signature.

Make sure that your timecard is filled out completely and accurately. **Any errors or missing signatures could result in a delay of payment.**

Submit your timecard to the financial aid office by the published due date. **Any late timecards will be held for processing until the next payroll.**

Work-study employees must obtain blank timecards directly from the Financial Aid Office.

**If you have any questions or need help with your timecard,  
please contact the Financial Aid Office.**

**Thank you!**