



Pay Period	Timecard Due Date	Pay Date
August 1-15, 2020	August 17, 2020	August 31, 2020
August 16-31, 2020	September 1, 2020	September 15, 2020
September 1-15, 2020	September 16, 2020	September 30, 2020
September 16-30, 2020	October 1, 2020	October 15, 2020
October 1-15, 2020	October 16, 2020	October 30, 2020
October 16-31, 2020	November 2, 2020	November 13, 2020
November 1-15, 2020	November 16, 2020	November 30, 2020
November 16-30, 2020	December 1, 2020	December 15, 2020
December 1-15, 2020	Dec. 15, 2020 (by noon)*	December 31, 2020**
December 16-31, 2020	January 4, 2021	January 15, 2021
January 1-15, 2021	January 18, 2021	January 29, 2021
January 16-31, 2021	February 1, 2021	February 12, 2021
February 1-15, 2021	February 15, 2021	February 26, 2021
February 16-28, 2021	March 1, 2021	March 12, 2021
March 1-15, 2021*	March 12, 2021 (by noon)*	March 31, 2021
March 16-31, 2021	April 1, 2021	April 15, 2021
April 1-15, 2021	April 16, 2021	April 30, 2021
April 16-30, 2021	May 3, 2021	May 14, 2021
May 1-15, 2021	May 17, 2021	May 28, 2021
May 16-31, 2021	June 1, 2021	June 15, 2021
June 1-15, 2021	June 16, 2021	June 30, 2021
June 16-30, 2021	July 1, 2021 (by noon)*	July 15, 2021
July 1-15, 2021	July 16, 2021	July 30, 2021

On pay dates, your check can be picked up at the Financial Aid 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!