



Pay Period	Timecard Due Date	Pay Date
June 16-30, 2021	July 1, 2021	July 15, 2021
July 1-15, 2021	July 16, 2021	July 30, 2021
July 16-31, 2021	August 2, 2021	August 13, 2021
August 1-15, 2021	August 16, 2021	August 31, 2021
August 16-31, 2021	September 1, 2021	September 15, 2021
September 1-15, 2021	September 16, 2021	September 30, 2021
September 16-30, 2021	October 1, 2021	October 15, 2021
October 1-15, 2021	October 18, 2021	October 29, 2021
October 16-31, 2021	November 1, 2021	November 15, 2021
November 1-15, 2021	November 16, 2021	November 30, 2021
November 16-30, 2021	December 1, 2021	December 15, 2021
December 1-15, 2021	December 15, 2021 **BY NOON	December 30, 2021
December 16-31, 2021	January 3, 2022	January 14, 2022
January 1-15, 2022	January 17, 2022	January 31, 2022
January 16-31, 2022	February 1, 2022	February 15, 2022
February 1-15, 2022	February 16, 2022	February 28, 2022
February 16-28, 2022	March 1, 2022	March 11, 2022
March 1-15, 2022	March 16, 2022	March 31, 2022
March 16-31, 2022	April 1, 2022	April 15, 2022
April 1-15, 2022	April 18, 2022	April 29, 2022
April 16-30, 2022	May 2, 2022	May 13, 2022
May 1-15, 2022	May 16, 2022	May 31, 2022
May 16-31, 2022	June 1, 2022	June 15, 2022
June 1-15, 2022	June 16, 2022	June 30, 2022
June 16-30, 2022	June 30, 2022 ** BY NOON	July 15, 2022
July 15, 2022	July 18, 2022	July 29, 2022

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!