



Pay Period	Timecard Due Date	Pay Date
June 16 - 30, 2024	June 30, 2024 **BY NOON	July 15, 2024
July 1 -15, 2024	July 16, 2024	July 31, 2024
July 16 - 31, 2024	August 1, 2024	August 15, 2024
August 1 - 15, 2024	August 16, 2024	August 30, 2024
August 16 - 31, 2024	September 2, 2024	September 13, 2024
September 1 - 15, 2024	September 16, 2024	September 30, 2024
September 16 - 30, 2024	October 1, 2024	October 15, 2024
October 1 - 15, 2024	October 16, 2024	October 31, 2024
October 16 - 31, 2024	November 1, 2024	November 15, 2024
November 1 - 15, 2024	November 18, 2024	November 29, 2024
November 16 - 30, 2024	December 2, 2024	December 13, 2024
December 1 - 15, 2024	December 16, 2024 **BY NOON	December 31, 2024
December 16 - 31, 2024	January 2, 2025	January 15, 2025
January 1 - 15, 2025	January 16, 2025	January 31, 2025
January 16 -31, 2025	February 3, 2025	February 14, 2025
February 1 - 15, 2025	February 17, 2025	February 28, 2025
February 16 - 28, 2025	March 3, 2025	March 14, 2025
March 1 - 15, 2025	March 14, 2025 **BY NOON	March 31, 2025
March 16 - 31, 2025	April 1, 2025	April 15, 2025
April 1 - 15, 2025	April 16, 2025	April 30, 2025
April 16 - 30, 2025	May 1, 2025	May 15, 2025
May 1 - 15, 2025	May 16, 2025	May 30, 2025
May 16 - 31, 2025	June 2, 2025	June 13, 2025
June 1 - 15, 2025	June 16, 2025	June 30, 2025
June 16 -30, 2025	July 1, 2025	July 15, 2025
July 1 - 15, 2025	July 16, 2025	July 31, 2025

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!