

UTC BIWEEKLY WORK/PAY SCHEDULE
Federal Work Study/Community Service Learning Program
JULY 2011 THRU JUNE 2012

Time sheets must be in the Financial Aid Office on the Friday before the end of the pay period – every other Friday. Failure to deliver the timesheet to the Financial Aid Office will mean a two-week delay in payment to the student. It is the supervisor's (not the student employee's) responsibility to deliver the timesheet to the Financial Aid Office in a timely manner.

REMEMBER: DO NOT SEND TIME SHEETS VIA STUDENT WORKERS.

Personal delivery must be made by you or another regular staff/faculty member.
If there is a problem, please call Christopher Pollard in the Financial Aid Office at 425-5360 no later than 9:30 AM on the Monday following the end of the pay period.

Pay Period Beginning	Pay Period Ending	Timesheets Due	**Online Pay Statement Available
July 4	July 17	July 15	July 25
July 18	July 31	July 29	August 8
August 1	August 14	August 12	August 22
August 15	August 28	August 26	September 5
August 29	September 11	September 9	September 19
September 12	September 25	September 23	October 3
September 26	October 9	October 7	October 17
October 10	October 23	October 21	October 31
October 24	November 6	November 4	November 14
November 7	November 20	November 18	November 28
November 21	December 4	December 2	December 12
December 5	December 18	December 16	December 22
December 19	January 1	December 30	January 9
January 2	January 15	January 13	January 23
January 16	January 29	January 27	February 6
January 30	February 12	February 10	February 20
February 13	February 26	February 24	March 5
February 27	March 11	March 9	March 19
March 12	March 25	March 23	April 2
March 26	April 8	April 6	April 16
April 9	April 22	April 20	April 30
April 23	May 6	May 4	May 14
May 7	May 20	May 18	May 28
May 21	June 3	June 1	June 11
June 4	June 17	June 15	June 25
June 18	July 1	June 29	July 9

FALL 2011: STUDENTS MAY BEGIN WORK AUGUST 22 LAST DAY OF WORK FOR FALL SEMESTER IS DECEMBER 2

SPRING 2012: STUDENTS MAY BEGIN WORK JANUARY 9 LAST DAY OF WORK FOR SPRING SEMESTER IS APRIL 20

HOLIDAYS MAY MEAN EARLY SUBMITTAL OF TIMESHEETS - SUPERVISORS WILL BE NOTIFIED BY Email

**DATES OF IMPORTANCE
FEDERAL WORK STUDY PROGRAM
COMMUNITY SERVICE LEARNING PROGRAM
2011-2012**

AUGUST 22 - 25:	Students interview for positions.
AUGUST 22:	First day FWS/CSLP may begin work Fall, 2011.
AUGUST 25:	Students awarded FWS must report for placement by this date or their FWS award will be canceled.
AUGUST 26:	Deadline for signed contract and completed payroll forms to be turned into Financial Aid Office for first pay period.
SEPTEMBER 5:	Labor Day - FWS cannot work *
OCTOBER 24 - 25:	Fall Break– FWS cannot work*
NOVEMBER 23 - 25:	Thanksgiving Holiday - FWS cannot work *
DECEMBER 2:	LAST day FWS work Fall Semester FWS STUDENTS CANNOT WORK PAST THIS DATE.
JANUARY 9 - 12:	Placement of new students and transfers (Students returning to the job they held Fall Semester do not need a new contract)
JANUARY 9:	First day FWS/CSLP begin work Spring, 2012
JANUARY 16:	Martin Luther King, Jr. Holiday - FWS cannot work
MARCH 12 - 18:	Spring Break - FWS cannot work
APRIL 6:	Spring Holiday - FWS cannot work
APRIL 20:	LAST day FWS work Spring Semester. FWS STUDENTS CANNOT WORK PAST THIS DATE.

*** FWS STUDENTS CANNOT WORK ON HOLIDAYS OR DURING
FALL AND SPRING BREAK**