

UTC BIWEEKLY WORK/PAY SCHEDULE
 Federal Work Study/Community Service Learning Program
 JULY 2017 THRU JUNE 2018

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

Time sheets should be scanned and emailed to the FWS Coordinator.
 If there is a problem, please call ***FWS Coordinator*** 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
June 26	July 9	July 7	June 30
July 10	July 23	July 21	July 17
July 24	August 6	August 4	July 31
August 7	August 20	August 18	August 14
August 21	September 3	September 1	September 11
September 4	September 17	September 15	September 25
September 18	October 1	September 29	October 9
October 2	October 15	October 13	October 23
October 16	October 29	October 27	November 6
October 30	November 12	November 10	November 20
November 13	November 26	November 24	December 4
November 27	December 10	December 8	December 18
December 11	December 24	December 22	January 1
December 25	January 7	January 5	January 12
January 8	January 21	January 19	January 29
January 22	February 4	February 2	February 12
February 5	February 18	February 16	February 26
February 19	March 4	March 2	March 12
March 5	March 18	March 16	March 26
March 19	April 1	March 30	April 9
April 2	April 15	April 13	April 23
April 16	April 29	April 27	May 7
April 30	May 13	May 11	May 21
May 14	May 27	May 25	June 4
May 28	June 10	June 8	June 18
June 11	June 24	June 22	July 2

FALL 2017: STUDENTS MAY BEGIN WORK AUGUST 21-LAST DAY OF WORK FOR FALL SEMESTER IS DECEMBER 4

SPRING 2018: STUDENTS MAY BEGIN WORK JANUARY 8-LAST DAY OF WORK FOR SPRING SEMESTER IS APRIL 23

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

**DATES OF IMPORTANCE
FEDERAL WORK STUDY and ACADEMIC SERVICE PROGRAMS
2017-2018**

AUGUST 21 - 25:	Students interview for positions.
AUGUST 21:	First day FWS/ASSP students may begin work Fall 2017
AUGUST 25:	Students awarded FWS must report for placement by this date or their FWS award will be canceled.
AUGUST 25:	Deadline for signed contract and completed payroll forms to be turned into the Financial Aid Office for the first pay period.
SEPTEMBER 4:	Labor Day – FWS/ASSP cannot work *
OCTOBER 16-17:	Fall Break– FWS/ASSP cannot work*
NOVEMBER 23 – NOV 26:	Thanksgiving Holiday – FWS/ASSP cannot work *
DECEMBER 4:	LAST day FWS/ASSP can work Fall Semester FWS/ASSP STUDENTS CANNOT WORK PAST THIS DATE.
JANUARY 8 - 12:	Placement of new students and transfers (Students returning to the job they held Fall Semester do not need a new contract)
JANUARY 8:	First day FWS/ASSP students begin work Spring 2018
JANUARY 15:	Martin Luther King, Jr. Holiday – FWS/ASSP cannot work
MARCH 12 - 18:	Spring Break – FWS/ASSP cannot work
MARCH 30:	Spring Holiday – FWS/ASSP cannot work
APRIL 23:	LAST day FWS/ASSP work Spring Semester. FWS/ASSP STUDENTS CANNOT WORK PAST THIS DATE.

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