
FALL SEMESTER

<u>START DATE</u>	<u>END DATE</u>	<u>TIME SHEETS DUE</u>	<u>LENGTH OF PAY PERIOD</u>	<u>CHECKS ISSUED</u>
Aug. 15, 2022	Sept. 9, 2022	Sept. 9, 2022	Four Weeks	Sept. 16, 2022
Sept. 12, 2022	Oct. 7, 2022	Oct. 7, 2022	Four Weeks	Oct. 14, 2022
Oct. 10, 2022	Nov. 4, 2022	Nov. 4, 2022	Four Weeks	Nov. 11, 2022
Nov. 7, 2022	Dec. 2, 2022	Dec. 2, 2022	Three Weeks	Dec. 9, 2022

SPRING SEMESTER

<u>START DATE</u>	<u>END DATE</u>	<u>TIME SHEETS DUE</u>	<u>LENGTH OF PAY PERIOD</u>	<u>CHECKS ISSUED</u>
Jan. 17, 2023	Feb. 3, 2023	Feb. 3, 2023	Three Weeks	Feb. 10, 2023
Feb. 6, 2023	Mar. 3, 2023	Mar. 3, 2023	Four Weeks	Mar. 10, 2023
Mar. 6, 2023	April. 7, 2023	April. 7, 2023	Four Weeks	April. 14, 2023
April. 10, 2023	May. 5, 2023	May. 5, 2023	Four Weeks	May. 12, 2023

THE FOLLOWING DATES ARE WHEN THE SCHOOL IS CLOSED AND WORK STUDY TIME CANNOT BE TURNED IN FOR THESE DAYS:

<u>Fall Semester</u>		<u>Spring Semester</u>	
Sept. 5, 2022	Labor Day	Jan. 16, 2023	Martin L. King Holiday
Oct. 7-10 2022	Fall Break	Feb. 20, 2023	President's Day
Nov. 21-25, 2022	Thanksgiving Break	March 13-17, 2023	Spring Break
		April 7-10, 2023	Easter Holiday

NOTE: To comply with Federal Regulations, work study supervisors must fill out a daily time sheet for each of their workers. The time sheets must be **completed by the work study supervisor** and **signed by both the student and the supervisor**. Supervisors are responsible for students' time sheets.

REMEMBER, NO STUDENT IS ALLOWED TO WORK WHEN HE/SHE IS SCHEDULED TO BE IN CLASS. THERE IS NO EXCEPTION. ANY EXTRA WORK STUDY HOURS MUST BE APPROVED BY THE FINANCIAL AID OFFICE.