

**FALL SEMESTER**

<b><u>START DATE</u></b>	<b><u>END DATE</u></b>	<b><u>TIME SHEETS DUE</u></b>	<b><u>LENGTH OF PAY PERIOD</u></b>	<b><u>CHECKS ISSUED</u></b>
Aug. 21, 2023	Sept. 14, 2023	Sept. 14, 2023	Three Weeks	Sept. 21, 2023
Sept. 15, 2023	Oct. 12, 2023	Oct. 12, 2023	Four Weeks	Oct. 19, 2023
Oct. 13, 2023	Nov. 16, 2023	Nov. 16, 2023	Five Weeks	Nov. 30, 2023

**SPRING SEMESTER**

<b><u>START DATE</u></b>	<b><u>END DATE</u></b>	<b><u>TIME SHEETS DUE</u></b>	<b><u>LENGTH OF PAY PERIOD</u></b>	<b><u>CHECKS ISSUED</u></b>
Jan. 15, 2024	Feb. 8, 2024	Feb. 8, 2024	Three Weeks	Feb. 15, 2024
Feb. 9, 2024	Feb. 29, 2024	Feb. 3, 2024	Three Weeks	Mar. 7, 2024
Mar. 8, 2024	Mar. 27, 2024	Mar. 7, 2024	Three Weeks	April. 4, 2024
Mar. 28, 2024	April 25, 2024	April 25, 2024	Four Weeks	May. 2, 2024

**THE FOLLOWING DATES ARE WHEN THE SCHOOL IS CLOSED, AND WORK-STUDY TIME CAN NOT BE TURNED IN FOR THESE DAYS:**

<u>Fall Semester</u>		<u>Spring Semester</u>	
Sept. 4, 2023	Labor Day	Jan. 15, 2024	Martin L. King Holiday
Oct. 6-9 2023	Fall Break	Feb. 19, 2024	President's Day
Nov. 20-24, 2023	Thanksgiving Break	March 11-15, 2024	Spring Break
		March 28-29, 2024	Easter Holiday

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

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