

# Caldwell College

## Federal Work-Study Payroll Schedule 2008-2009

PAYROLL PERIOD	TIMESHEETS DUE Financial Aid	Pay Day
8/25/08-9/12/08	Tues. Sept. 16	Sept. 26, 2008
9/13/08-10/17/08	Tues. Oct. 21	Oct. 31, 2008
10/18/08-11/14/08	Tues. Nov. 18	Nov. 28, 2008
11/15/08-12/12/08	Tues. Dec. 16	Dec. 26, 2008
12/13/08-1/16/09	Tues. Jan. 20	Jan. 30, 2009
1/17/09-2/13/09	Wed. Feb. 18	Feb. 27, 2009
2/14/09-3/6/09	Tues. Mar. 10	Mar. 27, 2009
3/7/09-4/10/09	Tues. Apr. 14	May 1, 2009
4/11/09-5/15/09	Tues. May 19	May 29, 2009
5/16/09-6/12/09	Tues. Jun. 16	June 26, 2009
6/13/09-6/30/09	Wed. Jul. 1	July 10, 2009

**Key Notes :**

Students will be paid once a month.

Payday is the last Friday of the month as per the above schedule.

All time sheets must be filled out completely.

If time sheets are turned in late and payroll checks are unable to be processed the money will be taken directly out of the departments budget.

All time sheets must be signed by both the Student and the Supervisor.

Time Sheets must be turned into the FA office in a sealed envelope.