



TIMESHEET

June 13, 2009 – September 18, 2009

SCHEDULE

PLEASE POST IN A PROMINENT LOCATION!

Please note: The transition date to move to the new system has been delayed. Until further notice, please continue to follow the normal schedule for submitting paper time sheets.

Please make a note of the following due dates for the **College Work-Study Program** (Pay Group B07).

- Please submit completed, signed, original timesheets to **Financial Aid-Front Counter**, Victor Hall on the due date by 12:00 p.m. in a sealed envelope with the supervisor's signature on the sealed part of the envelope.
- All employees must use their 6 digit PeopleSoft Employee ID Number on their time sheet
- CWSP students must use the excel spreadsheet version of the B07 time sheet

Reminder: Times sheets are not to be placed in Inter-Campus Mail

| Pay Period Dates | Timesheets Due By 12:00 noon | Checks Available |
|-----------------------------|---|-----------------------------|
| June 13 – June 26 | <i>June 24, 2009*(Wed)</i> | July 2, 2009 (Thursday) |
| June 27 – July 10 | July 9, 2009 | July 17, 2009 |
| July 11 - July 24 | July 23, 2009 | July 31, 2009 |
| July 25 – Aug 7 | Aug 6, 2009 | August 14, 2009 |
| Aug 8 – Aug 21 | Aug 20, 2009 | August 28, 2009 |
| Aug 22 – Sept 4 | <i>Sept 2, 2009 ** (Wed)</i> | September 11, 2009 |
| Sept 5 – Sept 18 | Sept 17, 2009 | September 25, 2009 |

Holidays:

Friday, July 3, 2009 – Independence Day Observed
Monday, September 7, 2009 – Labor Day

University Closed:

Friday, July 3, 2009 – Independence Day Observed
Monday, September 7, 2009 – Labor Day

***Due to the holiday on Friday, July 3, timesheets must be submitted by Wednesday, June 24, 2009.**
****Due to the holiday on Monday, Sept. 7, timesheets must be submitted by Wednesday, Sept. 2, 2009.**