

CAMDEN FEDERAL WORK STUDY FALL 2009 PAY SCHEDULE

Please check that all individual Time Report Forms are completed in RED INK ONLY, are LEGIBLE, and are submitted no later than the dates indicated below. Departments using the electronic payroll system must consult with the Financial Aid Office about payroll submission dates. A separate calendar is available for those departments. Please note the effective dates of accelerated pay cycles. If you have any questions regarding the Time Report Form or Roster, please contact LaDonna Morehead in the Financial Aid Office at ext. 6039.

PAYROLL TYPE 5 – STUDENT HOURLY

TWO WEEK TIME PERIOD	WEEK 1 Sat. to Fri.	WEEK 2 Sat. to Fri.	TO FAO by TUES NOON	FRIDAY PAY DATE
15 Aug - 28 Aug	15 Aug–21 Aug	22 Aug – 28 Aug	1 Sep	11 Sep
29 Aug - 11 Sep	29 Aug – 4 Sep	5 Sep – 11 Sep	15 Sep	25 Sep
12 Sep – 25 Sept	12 Sep- 18 Sep	19 Sep – 25 Sep	29 Sep	9 Oct
26 Sep - 9 Oct	26 Sep -2 Oct	3 Oct - 9 Oct	13 Oct	23 Oct
10 Oct – 23 Oct	10 Oct - 16 Oct	17 Oct -23 Oct	27 Oct	6 Nov
****Accelerated Pay Schedule Begins****				
24 Oct – 6 Nov	24 Oct – 30 Oct	31 Oct – 6 Nov	9 Nov (Mon)	20 Nov
7 Nov – 20 Nov	7 Nov – 13 Nov	14 Nov – 20 Nov	20 Nov (Fri)	4 Dec
21 Nov - 4 Dec	21 Nov – 27 Nov	28 Nov – 4 Dec	8 Dec	18 Dec
5 Dec- 18 Dec	5 Dec- 11 Dec	12 Dec – 18 Dec	11 Dec (Fri)	1 Jan
19 Dec – 1 Jan	19 Dec – 25 Dec	26 Dec - 1 Jan	5 Jan	15 Jan
2 Jan – 15 Jan	2 Jan - 8 Jan	9 Jan – 15 Jan	19 Jan	29 Jan

SUBMISSION OF TIME REPORT VOUCHERS WILL VARY. PLEASE KEEP TRACK OF THE ABOVE DATES.

Time reports are due in the Financial Aid Office on Tuesdays unless otherwise noted. Early submission dates for this calendar include Veterans Day, Thanksgiving Day, the end-of-year holidays, and the Martin Luther King holiday.

PLEASE NOTE: It is extremely important that the period ending dates reflected on the TIME REPORTS are the Friday dates of WEEK ONE and WEEK TWO as indicated above. Any other dates will be rejected by the payroll system and could result in “MISSED PAY” for the employee. Also, students cannot work more than six consecutive hours without taking at least a fifteen minute break. A thirty (30) minute break will automatically be posted to TRVs that are not in compliance with this policy. Any time reports submitted during the wrong cycle for an employee will result in that employee not being paid until the following cycle.

TRVS will only be accepted for the previous pay period and the current pay period. No TRVs for students will be paid from Federal Work Study funds if submitted more than four weeks past the original due date.

*Due to the holiday schedule, checks dated December 24, 2009 and Jan. 1, 2010 will be distributed early.