

**CAMDEN FEDERAL WORK STUDY SUMMER 2009 PAY SCHEDULE**

**Paper Time Report Forms** must be completed in **RED INK ONLY, LEGIBLE**, and submitted no later than the dates indicated below. **Electronic Time Reports** are to be printed in landscape format with all columns, fonts, and headings aligned and in compliance with the University Payroll system. If you have any questions regarding the Time Report Form or Electronic Roster, please contact **LaDonna Morehead** in the Financial Aid Office at ext. 6039.

**PAYROLL TYPE 5 – STUDENT HOURLY**

TWO WEEK	WEEK 1	WEEK 2	TO FAO	FRIDAY
<b><u>TIME PERIOD</u></b>	<b><u>Sat. to Fri.</u></b>	<b><u>Sat. to Fri.</u></b>	<b><u>BY NOON</u></b>	<b><u>PAY DATE</u></b>
8 Jun – 19 Jun	8 Jun - 12 Jun	13 Jun – 19 Jun	23 Jun	3 Jul
20 Jun – 3 Jul	20 Jun – 26 Jun	27 Jun – 3 Jul	7 Jul	17 Jul
4 Jul – 17 Jul	4 Jul – 10 Jul	11 Jul – 17 Jul	21 Jul	31 Jul
18 Jul – 31 Jul	18 Jul – 24 Jul	25 Jul – 31 Jul	4 Aug	14 Aug
1 Aug – 14 Aug	1 Aug – 7 Aug	8 Aug – 14 Aug	18 Aug	28 Aug
15 Aug – 28 Aug	15 Aug – 21 Aug	22 Aug – 28 Aug	31 Aug (Mon)	11 Sep
29 Aug – 11 Sep	29 Aug – 4 Sep	5 Sep – 11 Sep	15 Sep	25 Sep

**\*\*\* The 2009 Fall Schedule will be available shortly \*\*\***

**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. There are no early submission dates for the Summer Semester. FWS Student cannot be paid unless a properly completed EAF is in the Financial Aid Office, and all appropriate payroll documents have been submitted to University Human Resources.

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 Federal Work Study students will be paid from Work Study funds if submitted more than four weeks past the original due date.**

Departments not in compliance with the above policies will be responsible for paying students from their own funds.

5/22/09