

FEDERAL WORK-STUDY PROGRAM
TIME REPORTING AND PAY SCHEDULE FOR SPRING 2012

Timesheet Account Number – Off-Campus Departments: 3049021821

Time Sheets: Time sheets must be submitted to the Federal Work-Study Office, 128-C Funkhouser building, in a sealed envelope with the supervisor's signature across the seal by **11:00 a.m. on the timesheet due date**. An after hours drop box is located in the hallway for your convenience. Employer's not located on UK's campus can fax timesheets to 859-257-4398 or email them to karen.czarnecki@uky.edu.

Pay Stubs: *Pay stubs or remuneration statements are displayed on the myUK, Employee Self-Service, Benefits and Payment tab.* Only students who completed a University Printed Pay Statement Election Agreement form will receive printed pay stubs or remunerations statements. Stubs are to be picked-up at the department where the student is assigned, on the scheduled pay dates, unless he/she also has an additional job at the University. If this is the case, the student may need to pick-up his/her stub at the other department. A remuneration statement will not be produced if the no hours are submitted for the pay period

Timesheets are to be completed and signed in ink!!!

Payroll Number	Pay Period Beginning Date	Pay Period Ending Date	Timesheets Due	Date Paid
PR01	12/18/11	12/31/11	12/21/11*	01/06/12
PR02	01/01/12	01/14/12	01/13/12	01/20/12
PR03	01/15/12	01/28/12	01/27/12	02/03/12
PR04	01/29/12	02/11/12	02/10/12	02/17/12
PR05	02/12/12	02/25/12	02/24/12	03/02/12
PR06	02/26/12	03/10/12	03/09/12	03/16/12
PR07	03/11/12	03/24/12	03/23/12	03/30/12
PR08	03/25/12	04/07/12	04/06/12	04/13/12
PR09	04/08/12	04/21/12	04/20/12	04/27/12
PR10	04/22/12	05/05/12	05/04/12	05/11/12

REMINDERS:

***PR01* Due to the Christmas Holiday, we request that all timesheets be turned in Wednesday, December 21st by 11:00 a.m. for processing.**