

# FEDERAL WORK-STUDY PROGRAM

## TIME REPORTING AND PAY SCHEDULE FOR *Fall 2009*

Timesheet Account Number: **3049023228**

**Time Sheets:** Time sheets must be submitted to the Federal Work-Study Office, 128-C Funkhouser building, in a sealed envelope by **11:00 a.m. on the date the pay period ends.** An after hours drop box is located in the hallway for your convenience if you would like to turn timesheets in early. Off-campus employers may fax timesheets to the Federal Work-Study Office at 859/257-4398.

**Pay Stubs:** *Pay stubs are displayed on the myUK, Employee Self-Service, Benefits & Payment tab. The option to elect to not receive printed remuneration statements is available and encouraged.* Printed pay stubs or remunerations statements 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 student working at an off-campus location should inform the Work Study office as to where the paystubs should be mailed.** 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
PR18	08/16/09	08/29/09	08/28/09	09/04/09
PR19	08/30/09	09/12/09	09/11/09	09/18/09
PR20	09/13/09	09/26/09	09/25/09	10/02/09
PR21	09/27/09	10/10/09	10/09/09	10/16/09
PR22	10/11/09	10/24/09	10/23/09	10/30/09
PR23	10/25/09	11/07/09	11/06/09	11/13/09
PR24	11/08/09	11/21/09	11/20/09	11/25/09
PR25	11/22/09	12/05/09	12/04/09	12/11/09
PR26	12/06/09	12/19/09	12/18/09	12/24/09