

FEDERAL WORK-STUDY PROGRAM

TIME REPORTING AND PAY SCHEDULE FOR FALL 2009

TIMESHEET ACCOUNT NUMBER: 3048105601

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 if you would like to turn timesheets in early.

Pay Stubs: Pay stubs are displayed on the myUK, Employee Self-Service, Benefits and 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

REMINDERS:

