

FEDERAL WORK-STUDY PROGRAM

TIME REPORTING AND PAY SCHEDULE FOR Spring 2020

TIMESHEET ACCOUNT NUMBERS

Main Campus – 3201000007

Off-Campus – 3211000009

America Reads – 3211000012

Time Sheets: Time sheets must be submitted to the Federal Work-Study Office, 128-C Funkhouser building, in a sealed envelope or emailed to FWS@uky.edu by your supervisor by **11:00 am on the dates listed below**. An after-hours drop box is located in the hallway outside the office for your convenience in submitting timesheets after hours.

On-Line Time Entry/Approval: Students should enter hours for supervisors to approve according to timesheet due dates, if possible. This allows the FWS Office time to run reports and make corrections before the payroll period closes. Deadlines are published on the Payroll Office's Biweekly Payroll Schedule. See:

<https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/Payroll%20Calendar%20January-June%202020%20ERD-Offcycle.pdf> Supervisors should notify the FWS Office when hours for a prior pay period need to be added or adjusted.

Pay Statements: Pay statements are available online at myUK under the Benefits and Payment tab on the Employee Self-Service (ESS) page. Direct deposit information for payroll can be maintained through the ESS tab. Any printed pay stubs or checks will be routed the Federal Work-Study Office, 128-C Funkhouser Building.

Payroll Number	Pay Period Beginning Date	Pay Period Ending Date	Timesheet Due Date	Date Paid
PR01	12/22/2019	01/04/2020	01/03/2020	01/10/2020
PR02	01/05/2020	01/18/2020	01/17/2020	01/24/2020
PR03	01/19/2020	02/01/2020	01/31/2020	02/07/2020
♥ PR04 ♥	02/02/2020	02/15/2020	♥ 02/14/2020 ♥	02/21/2020
PR05	02/16/2020	02/29/2020	02/28/2020	03/06/2020
PR06	03/01/2020	03/14/2020	03/13/2020	03/20/2020
☀ PR07 ☀	03/15/2020	03/28/2020	☀ 03/27/2020 ☀	04/03/2020
PR08	03/29/2020	04/11/2020	04/10/2020	04/17/2020
PR09	04/12/2020	04/25/2020	04/24/2020	05/01/2020
☺ PR10 ☺	04/26/2020	05/09/2020	☺ 05/08/2020 ☺	05/15/2020

REMINDERS:

♥ PR04 ♥: Initial time worked for Martin Luther King, Jr. Day since the University is closed.

☀ PR07 ☀: Spring Break 03/14 – 03/22. Collect time early from students who may be extending the break.

☺ PR10 ☺: 05/08 is the final day of the spring semester and the last day students can earn spring FWS funds. Students must be awarded for summer to work beyond this date.