

# FEDERAL WORK-STUDY PROGRAM

## TIME REPORTING AND PAY SCHEDULE FOR Summer 2022

**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/payroll-schedule>

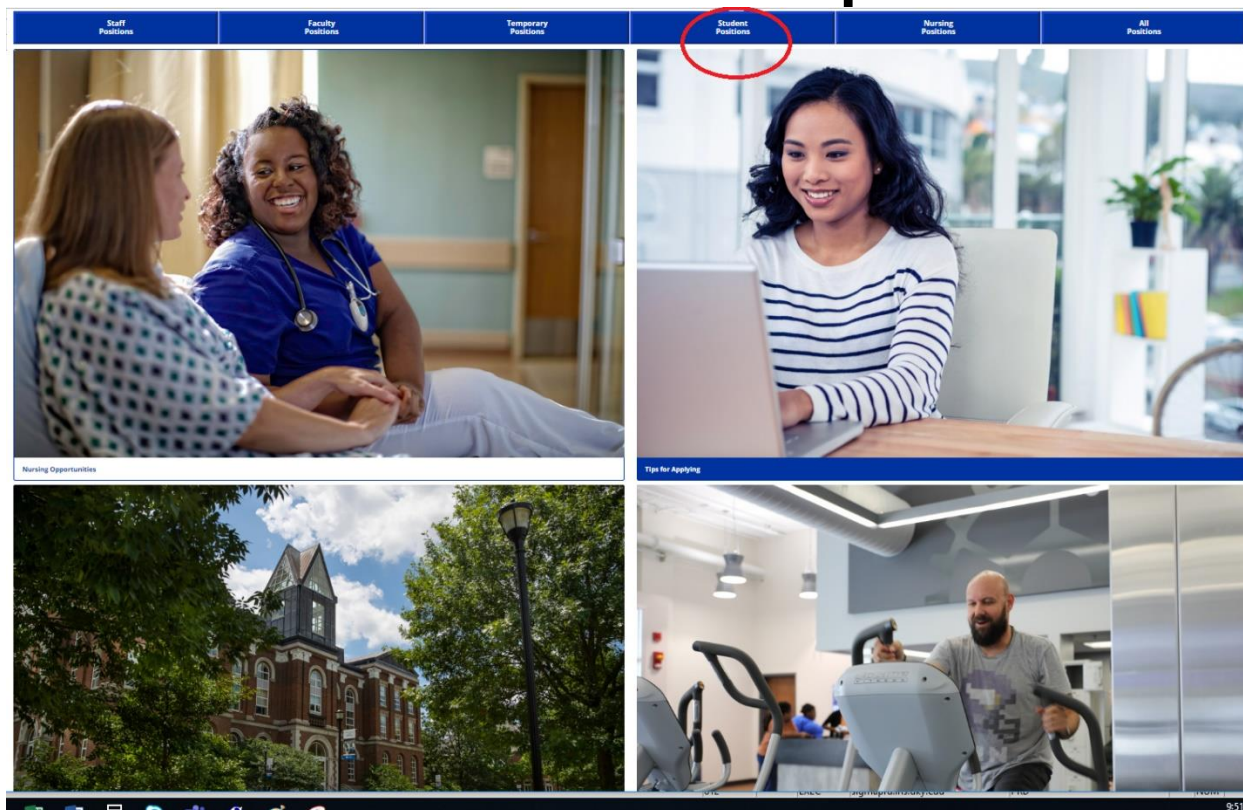
Supervisors should notify the FWS Office when hours for a prior pay period need to be added or adjusted.

**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 distributed by the Payroll Office.

Payroll Number	Pay Period Beginning Date	Pay Period Ending Date	Timesheet Due Date	Date Paid
PR11	05/08/2022	05/21/2022	05/20/2022	05/27/2022
PR12	05/22/2022	06/04/2022	06/03/2022	06/10/2022
PR13	06/05/2022	06/18/2022	06/17/2022	06/24/2022
PR14	06/19/2022	07/02/2022	07/01/2022	07/08/2022
PR15	07/03/2022	07/16/2022	07/15/2022	07/22/2022
PR16	07/17/2022	07/30/2022	07/29/2022	08/05/2022
PR17	07/31/2022	08/13/2022	08/12/2022	08/19/2022

- **PR13: June 20<sup>th</sup> is a UK Holiday; please be sure time is submitted by Friday 6/17 as payroll will be processed on Tuesday 6/21**
- **PR14: July 4<sup>th</sup> is a UK Holiday: Please be sure time is submitted by Friday 7/1 as payroll will be processed on Tuesday 7/5**

# Access Federal Work-Study Positions On-Line at <https://ukjobs.uky.edu/> Look for the “FWS” prefix.



To view the Student Information and Responsibilities, please visit the following link:

<https://www.uky.edu/financialaid/sites/www.uky.edu.financialaid/files/STUDENT%20INFO%20and%20RESPONSIBILITY%2008102018.pdf>