

# FEDERAL WORK-STUDY PROGRAM

## TIME REPORTING AND PAY SCHEDULE FOR *Fall 2019*

### 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](mailto:FWS@uky.edu) by your supervisor by **11:00 am on the date 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:

<http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/Payroll%20Calendar%20%28July-December%202019%29.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
🕒 PR18 🕒	08/18/2019	08/31/2019	🕒 08/29/2019 🕒	09/06/2019
PR19	09/01/2019	09/14/2019	09/13/2019	09/20/2019
PR20	09/15/2019	09/28/2019	09/27/2019	10/04/2019
PR21	09/29/2019	10/12/2019	10/11/2019	10/18/2019
⌘ PR22 ⌘	10/13/2019	10/26/2019	10/25/2019	11/01/2019
PR23	10/27/2019	11/09/2019	11/08/2019	11/15/2019
PR24	11/10/2019	11/23/2019	11/22/2019	11/29/2019
PR25	11/24/2019	12/07/2019	12/06/2019	12/13/2019
🕒 PR26 🕒	12/08/2019	12/21/2019	🕒 12/18/2019 🕒	12/27/2019
PR01	12/22/2019	01/04/2020	01/03/2020	01/10/2020

### REMINDERS:

🕒 **PR18** 🕒: timesheets due early for Labor Day Weekend. 08/18 – 08/24 is the last week of summer work, while 08/26 – 08/31 will start the fall semester. Students will need to submit 2 separate timesheets for the period.

⌘ **PR22** ⌘: Fall Break 10/21 – 10/22. Collect time early from students who may be extending the break.

🕒 **PR26** 🕒: timesheets will be due early on 12/18/19 as our office will close from 12/21/19 until 01/02/20 for the holiday schedule.

