

## Work-Study Spring 2009 Pay Schedule

Students are required to submit a timesheet to the Financial Aid Office on the dates indicated below.

**Timesheets must be signed by the student, supervisor or designated representative on the placement card. Any timesheet submitted after the scheduled due date will be processed for the next pay period.** Unsigned timesheets will be returned to the supervisor. **REMINDER: Please total and check hours carefully. Under no circumstances are you to work over your work-study award amount.**

Pay Period	Time Sheets Due to Financial Aid Office	Pay Date
January 3 – January 9 Only with work-study pre-approval	January 15	January 30, 2009
January 10 – January 16	January 15	January 30, 2009
January 17 – January 30	January 30	February 13, 2009
January 31 – February 13	February 13	February 27, 2009
February 14 – February 27	February 27	March 13, 2009
February 28-March 13	March 13	March 27, 2009
March 14 – March 27	March 27	April 10, 2009
March 28 – April 10	April 10	April 24, 2009
April 11 – April 24	April 24	May 8, 2009
April 25 – May 1	May 1	May 22, 2009
May 2 – May 8 Only with work-study pre-approval	May 8	May 22, 2009

For more information, visit our website at <http://www.nsu.edu/financialaid/workstudy.html> or contact Brenda Smith via e-mail at: [brsmith@nsu.edu](mailto:brsmith@nsu.edu) or by phone at: 757-823-8953.

### REMINDERS:

1. The first workday for the spring 2009 semester is January 10<sup>th</sup> for students who have returned their signed contracts.
2. Supervisors with pre-approval may have their students, who have returned signed contracts, begin to work on January 5<sup>th</sup>.
3. Please make sure to report a change of address to the Registrars' Office and the Payroll Office.
4. Sign up for direct deposit through the Payroll Office located in Room 360, Wilson Hall (Admin. Bldg.)
5. Students can not work past the last day of class (during exam week) unless the supervisor has written pre-approval.
6. Students must not work over the number of hours awarded to them.

### IMPORTANT DATES:

Classes begin - Saturday, January 10, 2009 and end Friday, May 1, 2009  
 Spring Break – Monday, March 9, 2009 through Sunday, March 15, 2009  
 Exam Week – Saturday, May 2, 2009 through Friday, May 8, 2009

Revised 1/7/09