

## Work-Study Spring 2011 Pay Schedule

**Only Students who have: (1) attended orientation; (2) completed the work-study packet; and (3) returned a signed contract may start work on January 15, 2011.**

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 15 – January 28	January 28	February 11, 2011
January 29 – February 11	February 11	February 25, 2011
February 12 – February 25	February 25	March 11, 2011
February 26 – March 11	March 11	March 25, 2011
March 12 – March 25	March 25	April 8, 2011
March 26 – April 8	April 8	April 22, 2011
April 9 – April 22	April 22	May 6, 2011
April 23 – May 6	May 6	May 20, 2011

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

### REMINDERS:

1. The first workday for the spring 2011 semester is January 15<sup>th</sup> for students who have returned their signed contracts.
2. Please make sure to report a change of address to the Registrars' Office and the Payroll Office.
3. Sign up for direct deposit through the Payroll Office located in Room 360, Wilson Hall (Admin. Bldg.).
4. Students cannot work past the last day of class (during exam week) unless the supervisor has written pre-approval.
5. Students cannot work over the number of hours awarded to them.