

Work-Study Spring 2012 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 14, 2012.

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 returned and resubmitted on 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 14 – January 27	January 27	February 10, 2012
January 28 – February 10	February 10	February 24, 2012
February 11 – February 24	February 24	March 9, 2012
February 25 – March 9	March 9	March 23, 2012
March 10 – March 23	March 23	April 6, 2012
March 24 – April 6	April 6	April 20, 2012
April 7 – April 20	April 20	May 4, 2012
April 21 – May 4	May 4	May 18, 2012

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 or by phone at: 757-823-8953.

REMINDERS:

1. The first workday for the Spring 2012 semester is January 14th 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.
5. Students cannot work over the number of hours awarded to them.