

## Spring 2025 Work-Study Pay Schedule

**Only students who have: (1) viewed the online PowerPoint orientation presentation; (2) completed the work-study packet with their supervisors; and (3) returned a signed contract may start work on Jan. 10, 2025.**

Supervisors are required to submit an eTimesheet online on the Timesheet due dates indicated below.

**Timesheets must be submitted electronically by the supervisor or designated representative on the placement card. Any time worked not submitted on the scheduled due date must be submitted and processed on the next pay period.**

### REMINDER:

**Under no circumstances are you to work over your work-study award amount.**

Pay Period	eTimeSheets Due for Submission	Pay Date
January 10 – January 23	January 23	February 7, 2025
January 24 – February 6	February 6	February 21, 2025
February 7 – February 20	February 20	March 7, 2025
February 21 – March 6	March 6	March 21, 2025
March 7 – March 20	March 20	April 3, 2025
March 21 – April 3	April 3	April 18, 2025
April 4 – April 17	April 17	May 2, 2025
April 18 – May 1	May 1	May 16, 2025

For more information, visit our website at <https://www.nsu.edu/enrollment-management/financial-aid/work-study> 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 2025 semester is Jan. 10<sup>th</sup> for students who have returned their signed Work-Study contracts.
2. Please make sure to report a change of address to the Registrars' Office and the Payroll Office.
3. Contact the Payroll Office regarding Direct Deposit: 757-823-2946.
4. Students cannot work over their award amount unless their supervisor has contacted the work-study coordinator for approval.
5. To avoid over awarding, the Financial Aid Office reserves the right to adjust any or all of work-study funds based upon the receipt of additional aid.