

Spring 2022 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. 14, 2022.

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 18 – January 27 | January 27 | February 11, 2022 |
| January 28 – February 10 | February 10 | February 25, 2022 |
| February 11 – February 24 | February 24 | March 11, 2022 |
| February 25 – March 10 | March 10 | March 25, 2022 |
| March 11 – March 24 | March 24 | April 8, 2022 |
| March 25 – April 7 | April 7 | April 22, 2022 |
| April 8 – April 21 | April 21 | May 6, 2022 |

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 or by phone at 757-823-8953.

REMINDERS:

1. The first workday for the spring 2022 semester is Jan. 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. 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.