

PAY SCHEDULE FOR 2009-2010

QUARTER	PAY PERIOD	APPROVED TIMESHEET DUE BY 5 P.M.
FALL QUARTER	8/30/09 – 9/12/09	9/14/09
	9/13/09 – 9/26/09	9/28/09
	9/27/09 – 10/10/09	10/12/09
	10/11/09 – 10/24/09	10/26/09
	10/25/09 – 11/07/09	11/8/09
WINTER BREAK	11/8/09 – 11/21/09	11/19/09
	11/22/09 – 12/5/09	12/7/09
	12/6/09 – 12/19/09	12/17/09
	12/20/09 – 1/2/10	1/4/10
WINTER QUARTER	1/3/10 – 1/16/10	1/18/10
	1/17/10 – 1/30/10	2/1/10
	1/31/10 – 2/13/10	2/15/10
	2/14/10 – 2/27/10	3/1/10
	2/28/10 – 3/13/10	3/15/10
SPRING QUARTER	3/14/10 – 3/27/10	3/29/10
	3/28/10 – 4/10/10	4/12/10
	4/11/10 – 4/24/10	4/26/10
	4/25/10 – 5/8/10	5/10/10
	5/9/10 – 5/22/09	5/24/10
	5/23/10 – 6/5/10	6/7/10

TIMESHEETS ARE DUE BY **Monday at 5:00 p.m.** OF THAT PAY PERIOD. TIMESHEETS MUST BE SUBMITTED ON WORKFORCE, AND STUDENTS MUST RECEIVE AND SUBMIT TIMESHEETS WITH SUPERVISOR APPROVAL BY 5:00 P.M. ON MONDAY AS WELL. THERE ARE SEVERAL WAYS TO VERIFY HOURS:

- STUDENTS PRINT OFF A PAPER COPY OF TIMESHEET, HAVE THEIR SUPERVISOR SIGN, AND STUDENTS TURN IN THE TIMESHEET TO CAMPUS INVOLVEMENT CENTER AT 339 BAKER CENTER
- STUDENTS PRINT OFF A PAPER COPY OF TIMESHEET, HAVE THEIR SUPERVISOR SIGN, AND FAX APPROVED TIMESHEET TO COMMUNITY SERVICE AT 740-593-0223
- STUDENTS INFORM THEIR SUPERVISOR OF TIMESHEET HOURS, AND THE SUPERVISOR CONFIRMS THE TOTAL HOURS WORKED BY EMAILING OUCOMMUNITYSERVICE@GMAIL.COM

IF TIMESHEETS ARE NOT TURNED IN ON TIME WITH CORRECT APPROVAL, THEY WILL NOT BE APPROVED (MEANING THAT STUDENTS WILL NOT BE PAID). **If students submit a Workforce Timesheet but do not submit hours verified by the supervisor three times, the organization's spot as a host site for Community Work-Study will be pulled.**