

## SUMMER 2009 FEDERAL WORK-STUDY INFORMATION SHEET

### 1. PERIOD OF EMPLOYMENT

In general, summer student employees are authorized to work from May 18 to August 28, 2009. **No student is authorized to work beyond August 28, unless he/she has received a School Year Work-Study Authorization form from the Financial Aid Office.**

### 2. HOURS

The work-study **authorization form** indicates the number of hours per week the student is approved to work during the summer months. If approved by the Financial Aid Office, the maximum number of hours authorized to work per week can be up to **33**. If the student is enrolled in summer classes, working hours during scheduled class time is in violation of federal work-study regulations. Only in the case of class cancellation may a student work hours scheduled during class time. The time sheet should be annotated to that effect.

### 3. PAY RATES

Student employees start at \$7.15 per hour.

### 4. TIME SHEETS

The Financial Aid Office uses an electronic bi-weekly timesheet. Departments will use EZ Labor Management (EZLM) software to record and monitor student employee hours worked. To use EZLM, student employees will complete either an on-line timesheet or clock in and out (swipe) using the ezLabor swipe card when they work. The department in which you are hired, will determine the method you will use to report your hours worked.

Electronic timesheets must be accurately completed and approved by the supervisor using the schedule below.

### 5. TIME SHEET DEADLINES AND PAY DAYS

Pay checks are picked up in the Financial Aid Office, in the Lower Level of the Gallagher Center, on pay days, beginning at 8:30 a.m. Students **MUST** have a photo ID with them (i.e., Student ID or a valid driver's license, etc.) in order to receive a pay check.

Following is a schedule of pay periods, time sheet due dates, and pay days for summer, 2009. **REMEMBER, A LATE AND/OR INACCURATE TIME SHEET MEANS A LATE PAY CHECK.**

<u>PAY PERIOD</u>	<u>TIME SHEETS DUE</u>	<u>PAY DATE</u>
May 18 – May 29	June 01	June 12
May 30 - June 12	June 15	June 26
June 13 – June 26	June 29	July 10
June 27 - July 10	July 13	July 24
July 11 – July 24	July 27	August 07
July 25 - August 07	August 10	August 21
August 08 - August 21	August 24	September 04
August 22 – August 28	August 31	September 18