

<p>Pay Period, Time-sheet Due Date, and Pay Date Schedule</p> <p>Community Service Off-Campus Federal Work Study Program (FWSP)</p> <p>Summer 2010</p>

Instructions for the Site Supervisor:

1. Fax Time Sheet to (814) 393-2054 or e-mail to careers@clarion.edu by noon on the last day of the pay period indicated below. It's ok to submit it earlier in the week.
 - If sent by fax, call 393-2323 to confirm the sheet transmitted successfully.
 - If sent by e-mail, a staff member will reply by e-mail that it was received.
2. Time sheets are due even if the student has not reported to work. In that case, record "0" in the total hours box and your signature. Indicate the reason the student did not report to work on the time sheet.
3. If a student works for more than 5 hours on a given day, you must provide an unpaid 15 minute break. Lunch periods are also unpaid. Students are on the clock, not salaried employees. Breaks must be indicated on the time sheet.
4. Students should record starting and ending times (closest to 0 or 5 minutes).
5. Students may report no more than designated hours in a two-week payroll period.
6. Student assistant earnings may not exceed the amount of their FWSP award.

Pay Period	Time-sheets Due by Noon	Pay Date	Comments:
06/05 – 06/18/10	Friday, June 18	07/02/10	
06/19 – 07/02/10	Friday, July 2	07/16/10	
07/03 – 07/16/10	Friday, July 16	07/30/10	Student may not work Monday, July 5 (Independence Day)
07/17 – 07/30/10	Friday, July 30	08/13/10	
07/31 – 08/13/10	Friday, August 13	08/27/10	Friday, August 13 is the last day of employment