

<p>Pay Period, Time-sheet Due Date, and Pay Date Schedule</p> <p>Community Service Off-Campus Federal Work Study Program (FWSP)</p> <p>Spring 2012</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 actual starting and ending times daily and not round up hours.
5. Students may report no more than 20 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:
01/14 – 01/27/12	Friday, January 27	02/10/12	The first day of employment is Monday, January 23, 2012.
01/28 - 02/10/12	Friday, February 10	02/24/12	
02/11 - 02/24/12	Friday, February 24	03/09/12	
02/25 - 03/09/12	Friday, March 9	03/23/12	Students are not permitted to work March 10 - 18, 2012. (Winter Holiday Break)
03/10 - 03/23/12	Friday, March 23	04/06/12	
03/24 - 04/06/12	Friday, April 6	04/20/12	
04/07 - 04/20/12	Friday, April 20	05/04/12	
04/21 - 05/04/12	Friday, May 4	05/18/12	Friday, May 4, 2012 is the last day of classes and employment.

* Student assistants should provide Student Payroll, B-25 Carrier with pre-addressed, stamped envelope to have their paycheck or pay stub mailed to them during the summer break.