

COLLEGE of VISUAL ARTS

COLLEGE WORK STUDY TIME SHEET DUE DATES 2011-2012

| TIME SHEET DUE | PAY DATES |
|----------------|------------|
| 07/25/2011 | 08/01/2011 |
| 08/25/2011 | 09/01/2011 |
| 09/26/2011 | 10/03/2011 |
| 10/25/2011 | 11/01/2011 |
| 11/21/2011 | 12/01/2011 |
| 12/15/2011 | 01/03/2012 |
| 01/23/2012 | 02/01/2012 |
| 02/21/2012 | 03/01/2012 |
| 03/26/2012 | 04/02/2012 |
| 04/23/2012 | 05/01/2012 |
| 05/23/2012 | 06/01/2012 |
| 06/22/2012 | 07/02/2012 |

- Time sheets *must* be signed by *both* the supervisor and the student and they ***must* be turned in to the Business Office no later than 12:00 Noon on the due dates listed above.**
- Late or incomplete time sheets will be delayed until the next payroll cycle.
- ***No Exceptions.***