

**WILBERFORCE UNIVERSITY  
FWS PAYROLL  
CALENDAR  
SPRING 2010**

Name \_\_\_\_\_ Department \_\_\_\_\_

Eligible Hours: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Supervisor \_\_\_\_\_

| Pay Periods  | SPRING SEMESTER 2010 WORK PERIOD | EZLABOR DUE Payroll Office | PAYDAY   | My Spring hours worked |
|--|----------------------------------|----------------------------|----------|------------------------|
| Pay period 1   | begin 01/10/2010 end 01/23/2010  | 01/25/10                   | 01/29/10 |                        |
| Pay period 2   | begin 01/24/2010 end 02/06/2010  | 02/08/10                   | 02/12/10 |                        |
| Pay period 3   | begin 02/07/2010 end 02/20/2010  | 02/22/10                   | 02/26/10 |                        |
| Pay period 4   | begin 02/21/2010 end 03/06/2010  | 03/08/10                   | 03/12/10 |                        |
| <b>NO WORK STUDY - SPRING BREAK 03/01/10 THRU 03/05/10</b> |                                  |                            |          |                        |
| Pay period 5   | begin 03/07/2010 end 03/20/2010  | 03/22/10                   | 03/26/10 |                        |
| Pay period 6   | begin 03/21/2010 end 04/03/2010  | 04/05/10                   | 04/09/10 |                        |
| Pay period 7   | begin 04/04/2010 end 04/17/2010  | 04/19/10                   | 04/23/10 |                        |
| Pay period 8   | begin 04/18/2010 end 04/24/2010  | 05/03/10                   | 05/07/10 |                        |

**PLEASE NOTE:**

Students on Federal Work-Study (FWS) will not be paid for time worked over the FWS award amount.

Students may not work more than 20 hours per week.

Students working more than six consecutive hours must take a lunch break.

**All students are responsible for keeping track of the hours worked.**

Students may not work during their scheduled class times.

Students may only have one job assignment (location) at a time.

Students may only change job assignments (locations) at the beginning of a work period. Changes made in the middle of a work period will not be processed until the following work period. Therefore the timecard will not be processed until the following payroll processing period.

**Last day for Spring 2010 Work Study assignment is Friday, February 12, 2010.**

**If time has not been submitted by the due date it must be turned in by the following due date, no exceptions.**

**Last day to work for Spring 2010 is April 24, 2010**