

**WILBERFORCE UNIVERSITY
FWS PAYROLL
CALENDAR
FALL 2009
SPRING 2010**

Name _____ Department _____

Eligible Hours: Fall _____ Spring _____ Supervisor _____

Pay Periods	FALL SEMESTER 2009 WORK PERIOD	EZLABOR DUE Payroll Office	PAYDAY	My Fall hours worked
Pay period 1	begin 08/16/2009 end 08/22/2009	08/24/09	08/28/09	
Pay period 2	begin 08/23/2009 end 09/05/2009	09/07/09	09/11/09	
Pay period 3	begin 09/06/2009 end 09/19/2009	09/21/09	09/25/09	
Pay period 4	begin 09/20/2009 end 10/03/2009	10/05/09	10/09/09	
Pay period 5	begin 10/04/2009 end 10/17/2009	10/19/09	10/23/09	
Pay period 6	begin 10/18/2009 end 10/31/2009	11/02/09	11/06/09	
Pay period 7	begin 11/01/2009 end 11/14/2009	11/16/09	11/20/09	
Pay Periods	SPRING SEMESTER 2009 WORK PERIOD	EZLABOR DUE Payroll Office	PAYDAY	My Spring hours worked
Pay period 1	begin 01/10/2010 end 01/16/2010	01/18/10	01/22/10	
Pay period 2	begin 01/17/2010 end 01/30/2010	02/01/10	02/05/10	
Pay period 3	begin 01/31/2010 end 02/13/2010	02/15/10	02/19/10	
Pay period 4	begin 02/14/2010 end 02/27/2010	03/01/10	03/05/10	
NO WORK STUDY - SPRING BREAK 03/01/10 THRU 03/05/10				
Pay period 5	begin 03/07/2010 end 03/13/2010	03/15/10	03/19/10	
Pay period 6	begin 03/14/2010 end 03/27/2010	03/29/10	04/02/10	
Pay period 7	begin 03/28/2010 end 04/10/2010	04/12/10	04/16/10	
Pay Period 8	begin 04/11/2010 end 04/24/2010	04/26/10	04/30/10	

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 Fall 2009 Work Study assignment is Friday, October 2, 2009.

Last day for Spring 2009 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 Fall 2009 is November 14, 2009

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