



2020 Bi-Weekly Pay & Approval Dates Schedule

Pay No.	Pay Period	Student Submission Date	Supervisor Submission Date	Pay Date
1	Dec. 15 – Dec. 28	Friday, Dec. 27/ ** Saturday, Dec. 28		Jan. 3
2	Dec. 29 – Jan. 11	Friday, Jan. 10/ ** Saturday, Jan. 11	Monday, Jan.13	Jan. 17
3	Jan. 12 – Jan. 25	Friday, Jan. 24/ ** Saturday, Jan.25	Monday, Jan. 27	Jan. 31
4	Jan. 26 – Feb. 8	Friday, Feb. 7/ ** Saturday, Feb. 8	Monday, Feb. 10	Feb. 14
5	Feb. 9 – Feb. 22	Friday, Feb. 21/ ** Saturday, Feb. 22	Monday, Feb. 24	Feb. 28
6	Feb. 23 – Mar. 7	Friday, Mar. 6/ ** Saturday, Mar. 7	Monday, Mar. 9	Mar. 13
7	Mar. 8 – Mar. 21	Friday, Mar. 20/ ** Saturday, Mar. 21	Monday, Mar. 23	Mar. 27
8	Mar. 22 – Apr. 4	Friday, Apr. 3/ ** Saturday, Apr. 4	Monday, Apr. 6	Apr. 10
9	Apr. 5 – Apr. 18	Friday, Apr. 17/ ** Saturday, Apr. 18	Monday, Apr. 20	Apr. 24
10	Apr. 19 – May 2	Friday, May. 1/ ** Saturday, May. 2	Monday, May 4	May 8
11	May 3 – May 16	Friday, May. 15/ ** Saturday, May. 16	Monday, May 18	May 22

**** Saturday Submission: If Saturday is your last working day.**

- All student time entries must be recorded in Banner WTE by the student employee for payment each pay period.
NOTE: Students are not eligible to work if Banner WTE timecard is not accessible.
- Errors occurring with Banner WTE timecards must be reported to Departmental Supervisor and the Work Study Coordinator immediately.

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- Students are not eligible to work during designated class hours (Hours worked during that time will **NOT** be paid from the Federal Work Study Funds) **NO EXCEPTIONS.**
- LATE submission and/ or Failure to submit Banner WTE timecards will result in payment being delayed & Federal Work Study **VIOLATION.**

NOTE: 3 Violations may result in a student worker & department being terminated from the program.

