

**TIME CARD SCHEDULE
COLLEGE WORK PROGRAM**

Time sheets **MUST** be in the Business Office **no later than 9:00am on the date they are due.**

DUE DATE	CHECK DATE
September 1, 2017 Approval and payment for any hours worked in August	September 8, 2017
October 2, 2017 Approval and payment for any hours worked in September	October 9, 2017
November 1, 2017 Approval and payment for any hours worked in October	November 8, 2017
December 1, 2017 Approval and payment for any hours worked in November	December 8, 2017
January 1, 2018 Approval and payment for any hours worked in December	January 8, 2018
February 1, 2018 Approval and payment for any hours worked in January	February 8, 2018
March 1, 2018 Approval and payment for any hours worked in February	March 8, 2018
April 2, 2018 Approval and payment for any hours worked in March	April 9, 2018
May 1, 2018 Approval and payment for any hours worked in April (Students may bring a self address stamped envelop to the Business Office to have their check mailed home to them)	May 8, 2018
June 1, 2018 Approval and payment for any hours worked in May (Students may bring a self address stamped envelop to the Business Office to have their check mailed home to them)	June 8, 2018