

**CWS TIME SHEET SCHEDULE  
2007-08**

STUDENT SIGNATURE, SOCIAL SECURITY NUMBER, SUPERVISOR'S SIGNATURE  
ARE REQUIRED TO RECEIVE PAYCHECK

INCOMPLETE TIME SHEETS WILL BE RETURNED TO YOUR SUPERVISOR AND YOU  
WILL NOT RECEIVE A CHECK UNTIL THE NEXT MONTH

**LATE TIME SHEETS MUST BE COMPLETED IN THE FINANCIAL AID OFFICE**

<b><u>PAY PERIOD</u></b>	<b><u>PAY PERIOD END DATE TIMESHEETS DUE IN FINANCIAL AID OFFICE BY 3:30 p.m.</u></b>	<b><u>PAYCHECKS READY IN BUSINESS OFFICE</u></b>
SEPTEMBER	SEPTEMBER 28	OCTOBER 5
OCTOBER	OCTOBER 26	NOVEMBER 2
NOVEMBER	NOVEMBER 30	DECEMBER 7
DECEMBER	DECEMBER 14	JANUARY 4
JANUARY	FEBRUARY 1	FEBRUARY 8
FEBRUARY	FEBRUARY 29	MARCH 7
MARCH	MARCH 28	APRIL 4
APRIL	APRIL 25	MAY 2
MAY	MAY 30 (Last work day)	JUNE 6*

\* If you want your check mailed to you at the end of the year you must provide a self addresses envelope to the business office.