

2018 Time Record/Pay Schedule for Federal Work-Study Program

In accordance with University policies and procedures, the employer of a Work-Study student is responsible for collecting and verifying the bi-weekly Work-Study time record. The department/off-campus agency must submit time records to the Student Financial Aid Office for processing. In order for students to be paid on time, time records (signed by the student and the supervisor) must be received in the Financial Aid Office according to the following schedule:

Pay Period	Biweekly Pay Period Calendar 2018		Time Record due in Student Financial Aid Office by 8:00 a.m.	Payday
01	December	12/17 - 12/30	January 3	January 10
02	January	12/31 - 1/13	January 15	January 24
03	January	1/14 - 1/27	January 29	February 7
04	February	1/28 - 2/10	February 12	February 21
05	February	2/11 - 2/24	February 26	March 7
06	March	2/25 - 3/10	March 12	March 21
07	March	3/11 - 3/24	March 26	April 4
08	April	3/25 - 4/07	April 9	April 18
09	April	4/08 - 4/21	April 23	May 2
10	May	4/22 - 5/05	May 7	May 16
11	May	5/06 - 5/19	May 21	May 30
12	June	5/20 - 6/02	June 4	June 13
13	June	6/03 - 6/16	June 18	June 27
14	June	6/17 - 6/30*	July 2	July 11
15	July	7/1 - 7/14*	July 16	July 25
16	July	7/15 - 7/28	July 30	August 8
17	August	7/29 - 8/11	August 13	August 22
18	August	8/12 - 8/25	August 27	September 5
19	September	8/26 - 9/08	September 10	September 19
20	September	9/09 - 9/22	September 24	October 3
21	October	9/23 - 10/06	October 8	October 17
22	October	10/07 - 10/20	October 22	October 31
23	November	10/21 - 11/3	November 5	November 14
24	November	11/04 - 11/17	November 19	November 28
25	December	11/18 - 12/1	December 3	December 12
26	December	12/02 - 12/15	December 17	December 26

*Hours from June 17 through June 30, 2018, are due in the Student Financial Aid Office on July 2, 2018 to meet Accounting's payroll deadline for fiscal closing.

These deadlines are based on University Payroll Office schedules and the Financial Aid Office is unable to process exceptions to these deadlines.

Points to Remember:

- The amount of the Work-Study award represents the total potential gross earnings for the student.
- Employers (except Reading tutor programs) will be charged 25% of the student's gross earnings and 100% of the student's benefits. Any amount earned by the student in excess of the work-study award amount be paid in full by the department /agency. Students and departments or agencies may inquire at any time about remaining work study eligibility, and students may apply for additional funds on an as needed basis.
- The number of hours a student can work while enrolled is generally capped at 40 hours per pay period (every 2 weeks). This is set to ensure that the work hours do not interfere with academics. Occasional exceptions are made based on hours per week a student can work, the period of employment, the wage rate and nature of employment. During school breaks and periods of non-enrollment. Students may work up to 40 hours per week (full-time). Students are never allowed to work more than 40 hours in any work week. A student may not work more than eight hours per day and may not work on University holidays.
- Only **ACTUAL HOURS WORKED** may be reported on the time record. The time records should be submitted to the Student Financial Aid Office by 8:00 am on the due date. The time records submitted after the listed due dates and times may be processed on the following pay period.
- All-time records should be signed by the student and approved by the authorized person in each department/agency. The same authorized person must initial all subsequent corrections to the time record.

If you have any questions regarding the above, please contact Elliot Yau, Federal Work Study Coordinator, Elliot.Yau@ucsf.edu (415) 476-4186.