

Work Study Important Dates 2009-2010

First day to work for 09-10 Year	August 3, 2009
Students may work up to 40 hours/week	August 3 to August 30
Students limited to 20 hours/week	August 31 to December 18
Last day to work for Fall Semester (unless enrolled for Spring Semester)	December 18
Students may work up to 40 hours/week	December 21 to January 11
Evaluation form due for wage adjustment	January 2
Students limited to 20 hours/week	January 11 to May 7
Spring Break – students may work up to 40 hours	March 15 to March 19
Last day to work for Spring Semester	May 7
Evaluation form due for wage adjustment	May 8

Academic Calendar for Summer Term not yet established

General Deadlines

Time sheets due by Monday after the pay period ends, by noon

Time sheets may be faxed to 771-4317 – attention Payroll

Student must return completed Work Certification form to Financial Aid within 3 days of hire

MSU-Great Falls College of Technology

Bi-Weekly Payroll Calendar

2009

KEY	
Paydays	○
Pay Period Ending	□
Holidays	☆
Adjunct Paydays	◉

JANUARY

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
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FEBRUARY

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MARCH

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MSU-Great Falls College of Technology

Bi-Weekly Payroll Calendar

2010 - *Tentative*

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Adjunct Paydays	◉

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