

2010-2011

FEDERAL WORK STUDY TIMESHEET



For Financial Aid Office Use Only	
	Amount      SAP
Hours Worked:	
Cost Center:	
WBS:	
Total Earned:	
SAP Employee I.D.	

Employee Name: \_\_\_\_\_

BCM I.D. \_\_\_\_\_

Organization / Dept: \_\_\_\_\_

FOR THE PAY PERIOD OF:      /      /      to      /      /

SUN	MON	TUES	WED	THU	FRI	SAT	TOTAL

**VERIFICATION OF HOURS**

Please verify that the correct number of hours have been submitted for this payroll period. **No more than 20 hours are to worked per week.** Time Sheets may be faxed to 713-798-9028 or hand delivered to the Financial Aid Office, N104. See Payroll Schedules for processing dates. Late time sheets will be processed two weeks after the due date. Time sheets 60 days old will not be processed. Student is responsible to submit timely time sheets to the Financial Aid Office.

Student's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Departmental Approval \_\_\_\_\_

Date: \_\_\_\_\_

Departmental E-mail \_\_\_\_\_

# Community Service Federal Work-Study

Student Financial Aid Office – 713-798-4603

Yolanda Guevara – 713-798-3378

E-mail – [yolandar@bcm.edu](mailto:yolandar@bcm.edu)

Fax Number – 713-798-9028

## Monthly Payroll Schedule 2010-2011

Monthly Time Sheets	Due Dates	Paycheck Dates
July	July 16, 2010 July 30, 2010	<b>July 23, 2010</b> August 6
August	August 13 August 27	August 20 September 3
September	September 10 September 24	September 17 October 1
October	October 8 October 22	October 15 October 29
November	November 5 November 17 (H) (Due Early)	November 12 November 24
December	December 3 December 16 (H) (Due Early) December 30	December 10 December 23  <b>January 7, 2011</b>
January	January 14 January 28	January 21 February 4
February	February 11 February 25	February 18 March 4
March	March 11 March 25	March 18 April 1
April	April 8 April 22	April 15 April 29
May	May 6 May 20	May 13 May 27
June	May 31	June 03