

MORGAN STATE UNIVERSITY
STUDENT EMPLOYMENT OFFICE

**PAY SCHEDULE — 2016-2017 ACADEMIC YEAR
FEDERAL WORK STUDY PROGRAM**

	PAY PERIODS	ONLINE TIMESHEET DUE "TUESDAY"	PAY DATES
FALL SEMESTER (15 WEEKS)	08/31/2016-09/13/2016	09/13/2016	09/28/2016
	09/14/2016-09/27/2016	09/27/2016	10/12/2016
	09/28/2016-10/11/2016	10/11/2016	10/26/2016
	10/12/2016-10/25/2016	10/25/2016	11/09/2016
	10/26/2016-11/08/2016	11/08/2016	11/23/2016
	11/09/2016-11/22/2016	11/22/2016	12/07/2016
	11/23/2016-12/06/2016	12/06/2016	12/21/2016
	12/07/2016-12/13/2016	12/13/2016	01/04/2017
	12/14/2016 to 1/03/2017	NO TIMESHEET SUBMISSION	01/18/2017
SPRING SEMESTER (18 WEEKS)	01/04/2017-01/17/2017	01/17/2017	02/01/2017
	01/18/2017-01/31/2017	01/31/2017	02/15/2017
	02/01/2017-02/14/2017	02/14/2017	03/01/2017
	02/15/2017-02/28/2017	02/28/2017	03/15/2017
	03/01/2017-03/14/2017	03/14/2017	03/29/2017
	03/15/2017-03/28/2017	03/28/2017	04/12/2017
	03/29/2017-04/11/2017	04/11/2017	04/26/2017
	04/12/2017-04/25/2017	04/25/2017	05/10/2017
	04/26/2017-05/09/2017	05/09/2017	05/24/2017

REMINDERS FOR SUPERVISORS & STUDENTS

AUGUST 16, 2016	The 2016 Summer II Federal Work Study Program (FWS) ends on August 16, 2016 . Students cannot return to their job sites unless a NEW Employment Contract is PRESENTED, SIGNED, and APPROVED for the 2016-2017 Academic Award Year . No Hours Will Be Paid to Any Student Working Without a Signed Employment Contract.
DECEMBER 13 2016	The Fall Semester Federal Work Study Program (FWS) ends December 13, 2016 , student timesheet hours MUST be submitted for the pay period 12/07/2016 -12/13/2016 on December 13, 2016 .
MAY 09, 2017	The 16-17 Academic Year Program ends on May 09, 2017.
SEE TIMESHEET DUE IN SEO	Timesheets submitted through WEBSIS MUST be completed by the "TIMESHEET DUE" Date, Friday; failure to comply will result in non-payment for the student worker.
SEE PAY DATES	Payroll checks are mailed to the student's address submitted on their W-4 Form . On Campus residents should obtain their payroll checks from the University Post Office, Montebello Complex, basement level, between 8:00 a.m-5:00 p.m., Monday-Friday . Photo ID is required.