

February 2017

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|--|-----|-----|-----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | <u>TIME SHEET DUE!</u> | | | |
| | | | | | | |

Important Information:

Hours worked from **February 16th thru February 28th** should be reported on [this time sheet](#) (click link) and submitted to the Office of Financial Assistance no later than **5 PM on Wednesday, March 1, 2017.**

Please be reminded of the following:

- President's Day was recognized on Monday, February 20th and the institution was closed; if you were already granted authorization to work on this date, please write in your shift after printing.
- Late **time sheets are not processed** until the following pay period.
- Your *Course & Fee Statement* should be **stapled** to the back of your time sheet.
- The signatures on your time sheet should be in blue or black ink *only*.

The fillable time sheet can be accessed by clicking on any of the [blue hyperlinks](#).