


 HARRIS-STOWE STATE UNIVERSITY
 STUDENT WORKER PROGRAM

November 2016

| 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 th – 26 th University Closed for Thanksgiving | | |
| 27 | 28 | 29 | 30 | 12/1 <u>TIME SHEET</u> <u>DUE!</u> | | |
| | | | | | | |

Important Information:

[Payroll Period 7](#): 11/16 – 11/30/2016

Completed [time sheets](#) should be turned in to the Financial Aid Office, HGA #004, by 5 PM on Thursday, December 1, 2016. Any time sheet received after 5 PM on this date will be held for processing during the next pay period.

The university was closed in recognition of Thanksgiving Day from 11/24 – 11/26; no time should be reported for these days with the exception of pre-approved departments.

Special Note: Late time sheets will not be accepted after December 12th!