

HARRIS-STOWE STATE UNIVERSITY
STUDENT WORKER PROGRAM

March 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
If you reported hours during these days on the previous time sheet, subtract the number of hours you worked from the total number of hours you are authorized to work before reporting the remaining hours for the next 3 days →				16	17	18
				TIME SHEET DUE!		
19	20	21	22	23	24	25
26	27	28	29	30	31	
	TIME SHEET DUE!					

Important Information:

Hours worked from **March 16th** – **March 31st** should be reported on [this time sheet](#) (click link) and submitted to the Office of Financial Assistance no later than **5 PM on Monday, April 3, 2017**.

Please be reminded of the following:

- 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](#).