

HARRIS-STOWE STATE UNIVERSITY  
STUDENT WORKER PROGRAM

## April 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14 University Holiday <b>CAMPUS CLOSED!</b>	15
16	17 <b><u>TIME SHEET DUE!</u></b>	18	19	20	21	22
23	24	25	26	27	28	29
30						

### Important Information:

Hours worked from [April 1<sup>st</sup> – April 15<sup>th</sup>](#) should be reported on this time sheet ([click here](#)) and submitted to the Office of Financial Assistance *no later than 5 PM on Monday, April 17, 2017.*

Please be reminded of the following:

- The campus is *closed* on Friday, April 14<sup>th</sup> – no students should be working unless preauthorized by the Work Study Coordinator.
- Late time sheets will not be processed until the next pay period.
- Your current *Course & Fee Statement* should be stapled to the back of your time sheet.
- Signatures for both the student *and* the supervisor should be in blue or black ink only.

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