

HARRIS-STOWE STATE UNIVERSITY
STUDENT WORKER PROGRAM

January 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 M L King Day	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	<u>TIME SHEET DUE!</u>			

Important Information:

Hours worked from **January 16th thru January 31st** should be reported on [this time sheet](#) (click link) and submitted to the Office of Financial Assistance no later than **5 PM on Wednesday, February 1, 2017**.

Please be reminded of the following:

- Late **time sheets are not processed** until the following pay period.
- Dr. Martin Luther King's birthday was recognized on 1/16 and the institution was closed; if you were already granted authorization to work on this date, please write in your shift after printing.
- 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 time sheet can be accessed by clicking on any of the [blue hyperlinks](#).