


 HARRIS-STOWE STATE UNIVERSITY
 STUDENT WORKER PROGRAM

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 <u>TIME SHEET DUE!</u>	17	18
19	20	21	22	23	24	25
26	27	28				

Important Information:

Hours worked from **February 1st thru February 15th** should be reported on [this time sheet](#) (click link) and submitted to the Office of Financial Assistance no later than **5 PM on Thursday, February 16, 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](#).