

UTC BIWEEKLY WORK/PAY SCHEDULE
Federal Work Study & Academic Service Programs
 JULY 2018 THRU JUNE 2019

**Time sheets must be submitted in TimesheetX by the date and time indicated below.
 Failure to submit the timesheet by the due date will mean a two-week delay in payment to the student.**

If there is a problem, please call the Financial Aid Office at 423-425-4677 no later than 9:30 AM on the Tuesday following the end of the pay period.

HOLIDAYS MAY MEAN EARLY SUBMITTAL OF TIMESHEETS - SUPERVISORS WILL BE NOTIFIED BY Email

Pay Period Beginning	Pay Period Ending	Timesheets Due by 10:00 am	Pay Date
6/25/2018	7/8/2018	7/9/2018	7/17/2018
7/9/2018	7/22/2018	7/23/2018	7/31/2018
7/23/2018	8/5/2018	8/6/2018	8/14/2018
8/6/2018	8/19/2018	8/20/2018	8/28/2018
8/20/2018	9/2/2018	9/3/2018	9/11/2018
9/3/2018	9/16/2018	9/17/2018	9/25/2018
9/17/2018	9/30/2018	10/1/2018	10/9/2018
10/1/2018	10/14/2018	10/15/2018	10/23/2018
10/15/2018	10/28/2018	10/29/2018	11/6/2018
10/29/2018	11/11/2018	11/12/2018	11/20/2018
11/12/2018	11/25/2018	11/26/2018	12/4/2018
11/26/2018	12/9/2018	12/10/2018	12/18/2018
12/10/2018	12/23/2018	12/20/2018	1/2/2019
12/24/2018	1/6/2019	1/7/2019	1/15/2019
1/7/2019	1/20/2019	1/21/2019	1/29/2019
1/21/2019	2/3/2019	2/4/2019	2/12/2019
2/4/2019	2/17/2019	2/18/2019	2/26/2019
2/18/2019	3/3/2019	3/4/2019	3/12/2019
3/4/2019	3/17/2019	3/18/2019	3/26/2019
3/18/2019	3/31/2019	4/1/2019	4/9/2019
4/1/2019	4/14/2019	4/15/2019	4/23/2019
4/15/2019	4/28/2019	4/29/2019	5/7/2019
4/29/2019	5/12/2019	5/13/2019	5/21/2019
5/13/2019	5/26/2019	5/27/2019	6/4/2019
5/27/2019	6/9/2019	6/10/2019	6/18/2019
6/10/2019	6/23/2019	6/24/2019	7/2/2019
6/24/2019	7/7/2019	7/8/2019	7/16/2019

FALL 2018: STUDENTS MAY BEGIN WORK AUGUST 20-LAST DAY OF WORK FOR FALL SEMESTER IS DECEMBER 3
SPRING 2019: STUDENTS MAY BEGIN WORK JANUARY 7-LAST DAY OF WORK FOR SPRING SEMESTER IS APRIL 22

**DATES OF IMPORTANCE
FEDERAL WORK STUDY and ACADEMIC SERVICE PROGRAMS
2018-2019**

AUGUST 20 - 24:	Placement of new students and transfer students.
AUGUST 20:	First day FWS/ASSP students may begin work Fall 2018
AUGUST 24:	Students awarded FWS must complete placement by this date or their FWS award will be canceled.
AUGUST 24:	Deadline for signed contract and completed payroll forms to be turned into the Financial Aid Office for the first pay period.
SEPTEMBER 3:	Labor Day – FWS/ASSP cannot work *
OCTOBER 15-16:	Fall Break– FWS/ASSP cannot work*
NOVEMBER 22–25:	Thanksgiving Holiday – FWS/ASSP cannot work *
DECEMBER 3:	LAST day FWS/ASSP can work Fall Semester FWS/ASSP STUDENTS CANNOT WORK PAST THIS DATE.
JANUARY 7 - 11:	Placement of new students and transfers (Students returning to the job they held Fall Semester do not need a new contract)
JANUARY 7:	First day FWS/ASSP students begin work Spring 2019
JANUARY 21:	Martin Luther King, Jr. Holiday – FWS/ASSP cannot work
MARCH 11 - 17:	Spring Break – FWS/ASSP cannot work *
APRIL 19:	Spring Holiday – FWS/ASSP cannot work *
APRIL 22:	LAST day FWS/ASSP work Spring Semester. FWS/ASSP STUDENTS CANNOT WORK PAST THIS DATE.

*** FWS/ASSP STUDENTS CANNOT WORK ON HOLIDAYS OR DURING
FALL AND SPRING BREAK**