

**BREWTON-PARKER COLLEGE
WORK-STUDY
“TIMESHEET SCHEDULE”
2009/2010**

Off campus sites: Fax timesheets to Carmela Williams at
912-583-4816

FALL 2009	
Timesheets Due by 5p.m. on last day in pay period	Checks Ready at Post Office (must show ID)
Wednesday, September 2, 2009	Wednesday, September 09, 2009
9/3/09 - 9/16/09	Wednesday, September 23, 2009
09/17/09 - 09/30/09	Wednesday, October 07, 2009
10/01/09 - 10/14/09	Wednesday, October 21, 2009
10/15/09 - 10/28/09	Wednesday, November 04, 2009
10/29/09 - 11/11/09	Wednesday, November 18, 2009
11/12/09 - 11/25/09	Wednesday, December 02, 2009
11/26/09 - 12/09/09	Wednesday, December 16, 2009
<i>Timesheets turned in after December 9th will be paid on January 20, 2010. Please provide a mailing address if you would like your check mailed.</i>	

SPRING 2010	
Timesheets Due by 5p.m. on last day in pay period	Checks Ready at Post Office (must show ID)
Wednesday, January 13, 2010	Wednesday, January 20, 2010
01/14/10 - 01/27/10	Wednesday, February 03, 2010
01/28/10 - 02/10/10	Wednesday, February 17, 2010
02/11/10 - 02/24/10	Wednesday, March 03, 2010
02/25/10 - 03/10/10	Wednesday, March 17, 2010
03/11/10 - 03/24/10	Wednesday, March 31, 2010
03/25/10 - 04/07/10	Wednesday, April 14, 2010
04/08/10 - 04/21/10	Wednesday, April 28, 2010
04/22/10 - 05/05/10	Wednesday, May 12, 2010
<i>Timesheets turned in after May 5th will be paid on May 19th. Please provide a mailing address if you would like your check mailed.</i>	

NOTE: TIMESHEETS ARE TO BE SUBMITTED TO THE PAYROLL OFFICE IN GATES HALL OR THROUGH CAMPUS MAIL BY THE SUPERVISOR. TIMESHEETS TURNED IN LATE WILL BE HELD UNTIL THE NEXT PAY PERIOD. INCOMPLETE TIMESHEETS WILL BE RETURNED TO THE SUPERVISOR FOR REQUIRED INFORMATION.