

UNIVERSITY OF ARKANSAS

WorkDay Emp.ID# Fall 2020 Work Study Payroll Time Sheet

Name of Student _____
 Last Name, First Name (Please print or type)

UA ID Number _____

WorkDay Position Number _____

Department Name _____

Departmental WorkDay Grant ID _____

Pay Period Beginning _____ Ending _____

Timesheet Due to Financial Aid _____

DATE	HOURS WORKED		TOTAL
	FROM	TO	

I hereby certify that this time sheet is a true statement of the hours worked by this student and that the work assigned has been performed in a satisfactory manner.

Student's Signature _____ Date _____ Dept. Signature _____

Dept. Address _____ Dept. Phone Number _____

Total Hours Worked _____ Rate per Hour \$ _____ Amount Due \$ _____

Fall 2020

This form is designed for Federal Work Study Program (FWS) employees who work off-campus with eligible non-profit community service agencies. Hours worked will be submitted through the University's payroll system by the Financial Aid Office. All FWS workers and supervisors must complete and return **Student Job Assignment** and **Request for Approval of Wage Rate** forms obtained from the Financial Aid Office. **New employees will also need to complete the following forms before working: Personnel Questionnaire, W-4, I-9 (current ID documents required), University of Arkansas Acknowledgment of Policies and Direct Deposit (documents required).** All completed forms and documents must be submitted to the Financial Aid Office before an employee may begin work. If Direct Deposit is not set up, paychecks will be mailed on payday to the permanent address listed in WorkDay. Earnings Statements are available through e-mail and WorkDay. Please read them carefully. **In order for students to be paid on time, timesheets must be signed and submitted to the Financial Aid Office, 114 Silas H. Hunt Hall, on the due dates listed below by 5:00 p.m.** Timesheets may be faxed to (479)575-7790 or e-mailed to ewooldri@uark.edu. Failure to complete any of these requirements will result in delay of payment. **ANY TIMESHEET NOT TURNED IN BY THE DUE DATE WILL BE PROCESSED THE FOLLOWING PAY PERIOD.** Students with completed paperwork may begin work on the first day of classes. Students may work through the last day of finals, or the day they drop below half time, to earn up to the awarded amount of FWS. For further information, please contact Erin Wooldridge at the Financial Aid Office at (479)575-2430 or (479)575-3806.

<u>PAY PERIOD DATES</u>	<u>TIME CARDS DUE TO FIN. AID</u>	<u>PAY DATES</u>
08-24 TO 08-31	09-08	09-15-20
09-01 TO 09-15	09-22	09-30-20
09-16 TO 09-30	10-06	10-15-20
10-01 TO 10-15	10-21	10-30-20
10-16 TO 10-31	11-05	11-16-20
11-01 TO 11-15	11-18	11-30-20
11-16 TO 11-30	12-04	12-15-20
12-01 TO 12-15	12-18	12-31-20
12-16 TO 12-18	01-07	01-15-21

Please call Erin (479)575-2430 for permission to work during the holiday break, 12-19-20 thru 01-10-21. Information regarding pay periods, time cards due to Financial Aid, and pay dates will be available to eligible workers.

Reminders

Spring 2021 timesheets listing pay periods, due dates, and pay dates will be available no later than 01/11/21.

Students awarded Federal Work Study (FWS) and enrolled at least half time for the Spring 2020 semester may work 01/11/21 - 05/07/21.

Spring semester FWS awarded amounts, begin and end dates are included on the Work Study Job Assignment forms issued during the fall semester.

New Job Assignment forms are not required for Spring 2021 unless students are changing departments for the spring semester.

To apply for Work Study for 2021-2022 school year, complete the 2021-2022 FAFSA after October 1, 2020.