Time sheets must be turned in to the Student Financial Aid Office no later than the day after the pay period has ended. Any time sheets turned in after that day, or not completely filled out &/or signed by both employee & supervisor will NOT be processed until the proper corrections are made. Depending on the pay period, checks or paystubs will be available on the 15th or the last day of the month in the mailroom. Please call Howard Flamm at 736-2417 with your questions.

Record time periods of less than an hour in ¼ hour increments in decimal form only (round your times worked to the nearest 15 minutes). 15 minutes = .25; 30 minutes = .50; 45 minutes = .75; Please **DO NOT** record your hours worked as 1hr 15min!!!