



**Federal Work Study Timesheet  
OFF Campus - \$9.80/hour**

**Instructions:** Hours for student employees are reported and paid on a biweekly basis. See back of timesheet for a schedule of pay periods. Enter date and total hours worked each day. Fractions of hours are to be in decimal units of .25, .50, or .75. All information is required for data entry. **Timesheets must have the supervisor's signature.** Paychecks are available at the cashier's office on the date and times listed on the back of this timesheet.

**Please print in ink.**

Employee Name \_\_\_\_\_

Employee Payroll Number \_\_\_\_\_

Department \_\_\_\_\_

Pay Period (see reverse side) From \_\_\_\_\_ To \_\_\_\_\_

Week 1	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Total Hours
Date								
Hours								
Week 2								
Date								
Hours								
<b>Total Hours for Pay Period</b>								

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

**PIEDMONT VIRGINIA COMMUNITY COLLEGE  
BI-WEEKLY PAYROLL SCHEDULE  
Beginning Jun-08**

Pay Period	Timesheets due in Payroll Office By 12:00 pm	Paychecks Distributed 9:00 am-4:30 pm at Cashier's Office
<b>06/12 to 06/25/09</b>	<b>06/29/09</b>	<b>07/13/09</b>
<b>06/26 to 07/09/09</b>	<b>07/13/09</b>	<b>07/27/09</b>
<b>07/10 to 07/23/09</b>	<b>07/27/09</b>	<b>08/10/09</b>
<b>07/24 to 08/06/09</b>	<b>08/10/09</b>	<b>08/24/09</b>
<b>08/07 to 08/20/09</b>	<b>08/24/09</b>	<b>09/07/09</b>
<b>08/21 to 09/03/09</b>	<b>09/07/09</b>	<b>09/21/09</b>
<b>09/04 to 09/17/09</b>	<b>09/21/09</b>	<b>10/05/09</b>
<b>09/18 to 10/01/09</b>	<b>10/05/09</b>	<b>10/19/09</b>
<b>10/02 to 10/15/09</b>	<b>10/19/09</b>	<b>11/02/09</b>
<b>10/16 to 10/29/09</b>	<b>11/02/09</b>	<b>11/16/09</b>
<b>10/30 to 11/12/09</b>	<b>11/16/09</b>	<b>11/30/09</b>
<b>11/13 to 11/26/09</b>	<b>11/30/09</b>	<b>12/14/09</b>
<b>11/27 to 12/10/09</b>	<b>12/14/09</b>	<b>12/28/09</b>
<b>12/11 to 12/24/09</b>	<b>12/28/09</b>	<b>01/11/10</b>
<b>12/25 to 01/07/10</b>	<b>01/11/10</b>	<b>01/25/10</b>
<b>01/08 to 01/21/10</b>	<b>01/25/10</b>	<b>02/08/10</b>
<b>01/22 to 02/04/10</b>	<b>02/08/10</b>	<b>02/22/10</b>
<b>02/05 to 02/18/10</b>	<b>02/22/10</b>	<b>03/08/10</b>
<b>02/19 to 03/04/10</b>	<b>03/08/10</b>	<b>03/22/10</b>
<b>03/05 to 03/18/10</b>	<b>03/22/10</b>	<b>04/05/10</b>
<b>03/19 to 04/01/10</b>	<b>04/05/10</b>	<b>04/19/10</b>
<b>04/02 to 04/15/10</b>	<b>04/19/10</b>	<b>05/03/10</b>
<b>04/16 to 04/29/10</b>	<b>05/03/10</b>	<b>05/17/10</b>
<b>04/30 to 05/13/10</b>	<b>05/17/10</b>	<b>05/31/10</b>
<b>05/14 to 05/27/10</b>	<b>05/31/10</b>	<b>06/14/10</b>
<b>05/28 to 06/10/10</b>	<b>06/14/10</b>	<b>06/28/10</b>

Additional timesheets may be picked up in Human Resources, Financial Aid, and Career Services.