



Federal Work Study Timesheet On Campus - \$9.00/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								
Total Hours for Pay Period								

Employee Signature

Date

Supervisor Signature

Date

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

**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
06/12 to 06/25/09	06/29/09	07/13/09
06/26 to 07/09/09	07/13/09	07/27/09
07/10 to 07/23/09	07/27/09	08/10/09
07/24 to 08/06/09	08/10/09	08/24/09
08/07 to 08/20/09	08/24/09	09/07/09
08/21 to 09/03/09	09/07/09	09/21/09
09/04 to 09/17/09	09/21/09	10/05/09
09/18 to 10/01/09	10/05/09	10/19/09
10/02 to 10/15/09	10/19/09	11/02/09
10/16 to 10/29/09	11/02/09	11/16/09
10/30 to 11/12/09	11/16/09	11/30/09
11/13 to 11/26/09	11/30/09	12/14/09
11/27 to 12/10/09	12/14/09	12/28/09
12/11 to 12/24/09	12/28/09	01/11/10
12/25 to 01/07/10	01/11/10	01/25/10
01/08 to 01/21/10	01/25/10	02/08/10
01/22 to 02/04/10	02/08/10	02/22/10
02/05 to 02/18/10	02/22/10	03/08/10
02/19 to 03/04/10	03/08/10	03/22/10
03/05 to 03/18/10	03/22/10	04/05/10
03/19 to 04/01/10	04/05/10	04/19/10
04/02 to 04/15/10	04/19/10	05/03/10
04/16 to 04/29/10	05/03/10	05/17/10
04/30 to 05/13/10	05/17/10	05/31/10
05/14 to 05/27/10	05/31/10	06/14/10
05/28 to 06/10/10	06/14/10	06/28/10

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