

**WASHINGTON AND LEE UNIVERSITY**  
**FEDERAL WORK-STUDY PROGRAM - SUMMER 2011**

- 1.) Complete a paper time sheet for each 2 week period.
- 2.) Supervisor must sign and approve time sheet.
- 3.) Fax time sheet to the Financial Aid office by Friday at 4:30pm on the due date for that 2 week pay period. Fax: (540) 458-8614
- 4.) Enter your hours for the 2 week period into WebAdvisor by 11:59pm on the due date (Friday) for that 2 week pay period.

**SCHEDULE OF BI-WEEKLY PAY PERIODS**  
**FWS SUMMER 2011**

<b>Pay Period</b>	<b>Hours Faxed (By 4:30pm)</b>	<b>WebAdvisor (By 11:59pm)</b>	<b>Pay Date</b>
<b>April 2 – May 6</b>	May 6	May 6	May 13
<b>May 9 – May 20</b>	May 20	May 20	May 27
<b>May 23 – June 3</b>	June 3	June 3	June 10
<b>June 6 – June 17</b>	June 17	June 17	June 24
<b>June 20 – July 1</b>	July 1	July 1	July 8
<b>July 4 – July 15</b>	July 15	July 15	July 22
<b>July 18 – July 29</b>	July 29	July 29	August 5
<b>Aug 1 – Aug 12</b>	Aug 12	Aug 12	August 19
<b>Aug 15 – Aug 26</b>	Aug 26	Aug 26	September 2

**LATE TIMESHEETS WILL NOT BE PROCESSED UNTIL NEXT PAY PERIOD.**  
 Fax Time sheets no later than 4:30 P.M. (EST) on the due date  
 Submit on-line no later than 11:59 P.M. (EST) on the due date.  
 Timesheets must be signed by supervisor and approved by me.  
 You are eligible *for up to forty hours per week.*  
*Do not submit more than 40 hours per week for each pay period.*  
 You are not eligible for holiday pay - Memorial Day, Fourth of July, etc.