

## CALENDAR YEAR 2015

### WORK-STUDY

Month	Pay Period	Hours including Holidays	Attendance Due to Payroll 10 a.m.	Payday	CSUSB Holidays
January	1/1 - 1/29	88	<b>Friday - 1/30</b>	Tuesday - 2/10	1/1, 1/2*, 1/19
February	1/30 - 2/28	84	<b>Friday - 2/27</b>	Tuesday - 3/10	
March	3/1 - 3/31	84	<b>Wednesday - 4/1</b>	Friday - 4/10	3/31
April	4/1 - 4/30	88	<b>Friday - 5/1</b>	Monday - 5/11	
May	5/1 - 5/31	80	<b>Monday - 6/1</b>	Wednesday - 6/10	5/25
June	6/1 - 6/30	90	<b>Wednesday - 7/1</b>	Thursday - 7/9	
July	7/1 - 7/30	95	<b>Thursday - 7/30</b>	Monday - 8/10	7/3
August	7/31 - 8/31	90	<b>Tuesday - 9/1</b>	Thursday - 9/10	
September	9/1 - 9/30	92	<b>Thursday - 10/1</b>	Friday - 10/9	9/7
October	10/1 - 10/31	88	<b>Friday - 10/30</b>	Tuesday - 11/10	
November	11/1 - 12/1	76	<b>Monday - 11/30</b>	Thursday - 12/10	11/11, 11/26, 11/27*
December	12/2 - 12/31	68	<b>Wednesday - 12/23</b>	Monday - 1/11/16	12/25 - 12/31

**Do not project hours worked - Submit Student Listing Reports when students have completed working**

**Payroll Reporters must email a copy of the Student Listing and Timesheets to Financial Aid Office.**

Late submission of timesheets will result in late paychecks

**Note:** Some pay period dates do not coincide with pay period months.

Average hours are calculated at 4 hours a day during the regular academic year, including finals week  
Average hours are calculated at 5 hours a day during the summer 4/10 workweek, including finals week

**Work-Study Students may only work a maximum of 20 hours/week during session, breaks, and summer**  
Work-Study students can only be paid for actual hours worked.

Submit copy of timesheet and Student Listing to Financial Aid at: [paguiler@csusb.edu](mailto:paguiler@csusb.edu)

**Work-Study students do not get paid for holidays or campus closures.**