September 5, 2013

Dear Student,

Enclosed are important materials and information regarding your interest in becoming a Barnard Academic Fellow, (i.e., Tutor) for the Fall 2013 semester. To become an official tutor, you have to: 1) complete and submit all of the appropriate forms, 2) receive all of the necessary signature(s) on the forms, 3) check with the college’s Financial Aid Office to make sure you have funds available to cover your work as a tutor for the entire Fall 2013 semester, and 4) be assigned to, and start working with, a student or group of students. **PLEASE COMPLETE STEPS 1) THROUGH 3) ABOVE AS QUICKLY AS POSSIBLE.**

Please make sure that this packet contains all of the following:

1) A *Courses in which Tutors are Needed* handout
2) A *Frequently Asked Questions for Academic Fellows (i.e., Tutors)* handout
3) An *Academic Fellow Application*
4) A *Contract for Academic Fellows*
5) A *Progress Report*
6) A *Student Employee Payroll Schedule*
7) A *Highlighted Information for Academic Fellows (i.e., Tutors)* handout

It is important to remind you that although we do try, as much as possible, to match all of our available Academic Fellows with students (i.e., tutees), there is a possibility that we may not have enough tutees for all of our available Academic Fellow applicants.

Please **READ ALL OF THE ENCLOSED INFORMATION VERY CAREFULLY.** It is especially important that you carefully read, and review, the *Frequently Asked Questions for Academic Fellows (i.e., Tutors)* handout and the *Highlighted Information for Academic Fellows (i.e., Tutors)* handout. These two resources will be very helpful in guiding you through the process of becoming an official tutor. Remember, you MUST complete and submit all of the required forms.

If after reviewing all of the enclosed information you have any questions, please contact me (telephone: 212-854-2024; e-mail: astarks@barnard.edu). Thank you.

Sincerely,
Dean Adjua Starks
COURSES IN WHICH TUTORS ARE NEEDED
FALL 2013

Listed below are the specific courses for which tutoring is offered under the Academic Assistance Program (i.e., the Tutoring Program). If you happen to have expertise in any courses outside of the specific courses listed below (for example, Statistics, Genetics, Physics or any other courses), please list them as well along with the grade you received. Our main needs for tutoring will be in one of the following courses:

*Biology 1500 (Introduction to Organismal & Evolutionary Biology)
*Math 1101 (Calculus I)
*Math 1102 (Calculus II)
*Econ 1003 (Introduction to Economic Reasoning)
*Econ 1007 (Mathematical Methods for Economics)
*Econ 3033 (Intermediate Macroeconomic Theory)
*Econ 3035 (Intermediate Microeconomic Theory)
*Elementary foreign language course
*Intermediate foreign language course

Please note that although tutors are needed in each and every one of the courses listed above, there is a great need for tutors in the following courses: Biology 1500, Calculus I, Calculus II and all levels of Economics. There is especially a great need for tutors in Calculus (all levels). Also, please think broadly when you consider applying to tutor for a foreign language course. So, although French and Spanish are the languages that are most frequently requested for tutoring assistance; if you feel strongly that you would be a good tutor for other languages (for example, Chinese, Arabic, Latin, Greek, or another language) we encourage you to submit an application.
#1: As a tutor under the Academic Assistance Program, you can ONLY tutor from the time that you are assigned a tutee through Monday, December 9, 2013. The latter date is the last day of classes. Also, as a tutor under the Academic Assistance Program, you CANNOT TUTOR during the period from Thursday, November 28, 2013 through Sunday, December 1, 2013.

#2 You should not start working as a tutor until you have FIRST contacted the Office of Financial aid to make certain that you have enough funds (i.e., work-study, college award, or other) to cover your work/salary FOR THE ENTIRE SEMESTER (i.e., through December 9, 2013) as a Barnard Academic Fellow (i.e., tutor). To speed the process along, it is important that you look into this AS QUICKLY AS POSSIBLE. Please do not take on a position as one of our tutors UNLESS YOU ARE CERTAIN that you have enough funds in your financial aid package to cover your work for the entire semester. We will assume this is the case unless you tell us otherwise. Therefore, once we have matched you with someone, you are agreeing to tutor that individual or group of students for the entire semester regardless of a change or update in your financial status. Please understand that we have this policy in place because it is extremely unfair to and difficult for, a student receiving tutoring to have to stop receiving that help because a tutor suddenly finds out that they have run out of money to cover their salary as a tutor. Again to reiterate, the onus is on you to check and confirm ahead of time that you have enough funds to cover your salary. Please do this prior to submitting your application to the Dean of Studies Office. Just a kind reminder: once you start working as a tutor, you are required to continue doing so throughout the entire semester, regardless of any changes or updates pertaining to your financial aid status.

#3: You will complete and receive approval of your timesheets electronically. To learn how to complete and submit your electronic timesheets, as well as to learn more about this new process, please do the following: go to www.barnard.edu/cd, then click on “TimeSheet X,” then click on “Student Home Page,” then carefully read all of the information on that page to learn about the process as well as to learn how to submit your timesheets electronically. If you
have any questions about the TimeSheet X system, please contact Won Kang in
the Office of Career Development at ext. 4-2033.

#4: If you are tutoring a group of 2 to 3 students, you are not paid $15.00 per student.
You are paid $15.00 per hour regardless of whether you are tutoring one student
or 3 students.

#5: You are only allowed to tutor your individual tutee, or group of tutees, for two
hours per week on one set day per week through December 9, 2013. Any tutoring
service that you provide outside of that is strictly voluntary on your part and you
will not be compensated for it.

#6: Timesheets and Progress Reports are two entirely different documents. (Please
see the enclosed “Frequently Asked Questions for Academic Fellows (i.e.,
Tutors)” handout for further information. **You must submit your timesheets
and a progress report for EACH of your tutees on each of the days that your
timesheets are due.**

#7: IF WE DO NOT RECEIVE A COMPLETED PROGRESS REPORT
FROM YOU FOR EACH OF YOUR TUTEES BEFORE OR BY EACH OF
THE DAYS THAT YOUR TIMESHEETS ARE DUE, YOU WILL NOT
RECEIVE YOUR PAY. Please understand completing a short Progress Report
sheet to let us know how your tutee is coming along is a small thing to ask. So
please regularly turn the forms in so you can receive your pay. Thanks.

#8: If you are tutoring a group of 2-3 students, you cannot break up the group and
tutor one person on one day of the week and the remaining people on a different
day of that same week. You and all of your tutees must come up with one
mutually agreed upon day and time when you will meet together as a group,
regularly, each week, for your two hour tutorial session (for example, on
Mondays from 2 pm to 4 pm).
(Please Print All Information Clearly.)

Today’s date: _________________________
Time of submission: __________________

Name: ____________________________________

Class Year: ______________   Are you a Barnard student?  ____ yes   ____ no

Email address: _____________________________________

Barnard dorm/or home phone: _______________  Cell phone: _________________

Local mailing address (Mail box and residence hall): ____________________________

Permanent Address: ________________________________________________________

Major: ___________________________   Adviser: _______________________________

____ I have a work study grant which I would like to apply to this tutoring job.

What subjects are you competent to tutor?  Please list in order of preference.
(You must complete ALL of the information requested below for each course you list).

<table>
<thead>
<tr>
<th>Department</th>
<th>Course Title</th>
<th>Grade</th>
<th>Semester</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
Academic Assistance Program
Progress Report
FALL 2013

You must submit one Progress Report per student every two weeks and submit it to the Dean of Studies Office with your timesheet. No payments will be made unless this form is submitted with the timesheet.

Tutor______________________________________     Date______________________

Assigned Student_________________________________________________________

Course for which assistance is being given:_____________________________________

<table>
<thead>
<tr>
<th>Sessions</th>
<th>Date</th>
<th>Time</th>
<th>Topics Covered</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

E=Excellent  G=Good  I=Needs Improving  N/A=Not applicable to my subject

**Work and Preparation**

- Works well with others in the study group (if applicable)
- Has done homework before coming to session
- Brings all materials needed (calculator, textbook, notebook, etc.)
- Pays attention and stays focused
- Asks questions
- Is on time to the sessions

**Reading/Study Skills**

- Review from class notes, textbook, quizzes, homework, study group sessions
- Can clarify problems by type
- Knows her terminology
- Understands formulas
- Uses summary sheets
- Times herself when practicing problems
- Is confident, relaxed when solving problems
- Reads the problem twice; understands what is being asked and the principles and relationships involved
- Understands how to set up the problem
- Uses a visual approach to understanding a problem
- Checks results
## Preparing for and Taking Exams

<table>
<thead>
<tr>
<th>Uses time drills</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviews formulas</td>
<td></td>
</tr>
<tr>
<td>Analyzes problems before computing</td>
<td></td>
</tr>
<tr>
<td>Checks her work</td>
<td></td>
</tr>
</tbody>
</table>

Adapted from “Becoming a Master Student” by D. Ellis

### Additional Comments

Optional: Although this section is optional, any information that you can provide here will be very helpful to our program. Please feel free to provide a few comments on the following: (1) your assessment of the student’s difficulties with the subject; (2) what you are doing to address these difficulties; and (3) the progress the student is making at the tutoring sessions.

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Barnard College

FREQUENTLY ASKED QUESTIONS
FOR ACADEMIC FELLOWS (i.e., TUTORS)
FALL 2013

Below is a detailed list of questions that are regularly asked by Academic Fellows. The purpose of these questions and answers is to provide you with a clear understanding of both: 1) the Academic Assistance Program and 2) your role in the program as an Academic Fellow (i.e., tutor). Because this list of questions and answers contains very important information, as a prospective Academic Fellow, YOU ARE REQUIRED TO READ ALL OF THE INFORMATION BELOW VERY CAREFULLY.

If after thoroughly reading all of the information below, you have additional questions, please contact Dean Adjua Starks in the Dean of Studies Office (telephone: 212-854-2024, e-mail: astarks@barnard.edu).

Q: As a tutor, what days during the semester AM I ALLOWED to tutor and what days during the semester AM I NOT ALLOWED TO TUTOR?
A: As a tutor under the Fall 2013 Academic Assistance Program, you can ONLY tutor from the time that you are assigned a tutee through Monday, December 9, 2013. The latter date is the last day of classes. Also, as a tutor under the Academic Assistance Program, you CANNOT TUTOR during the period from Thursday, November 28, 2013 through Sunday, December 1, 2013.

Q: If I find out at any time during the semester I have run out of money to cover my tutoring salary, can I simply notify Dean Starks and stop tutoring my tutee?
A: No. Once you agree to tutor a student or group of students, you must continue to do so throughout the entire semester, regardless of a change in your financial status. This means that you must do this even if doing so means you will continue on tutoring your tutee(s) on a volunteer basis. Since this is the case, you should not start working as a tutor until you have FIRST contacted the Office of Financial Aid to make certain that you have enough funds (i.e., work-study, college award, or other) to cover your work/salary as a tutor FOR THE ENTIRE FALL 2013 SEMESTER (i.e., through December 9, 2013). Please do not take on a position as one of our tutors UNLESS YOU ARE CERTAIN that you have enough funds in your financial aid package to cover your work for the entire semester. We will assume this is the case. Therefore, once we have matched you with someone, we expect you to, and you are agreeing to, tutor that individual or group of students assigned to you for the entire semester regardless of a change or update in your financial status. We have this very important requirement, because it is extremely unfair to and difficult for, a student receiving tutoring to have to stop receiving that help because a tutor suddenly finds out that she has run out of available money to cover their work as a tutor. Imagine the terrible position this puts a student in who is struggling in a course and relying on your tutoring service to help them. To reiterate, the responsibility is on you to check and confirm that you have enough funds to cover your salary. Also, once you start working as a tutor, you are required to continue doing so
throughout the entire semester, regardless of any changes or updates regarding your financial/financial aid status. If you run out of money, then you will need to continue on as a tutor under volunteer circumstances so as not to disadvantage the tutee who needs your academic assistance.

Q: What are the courses in which I can tutor students?
A: The Academic Assistance Program provides tutoring in the following courses: Biology 1500 (Introduction to Organismal & Evolutionary Biology), Math 1101 (Calculus I), Math 1102 (Calculus II), Econ 1003 (Introduction to Economic Reasoning), Econ 1007 (Mathematical Methods for Economics), Econ 3033 (Intermediate Macroeconomic Theory), Econ 3035 (Intermediate Microeconomic Theory), elementary foreign language courses and intermediate foreign language courses. You can therefore tutor students in any of the above mentioned courses. **We particularly need tutors in Biology 1500, Calculus I, Calculus II and all levels of Economics.**

Q: If I have done well and feel I would be a good tutor in a course that falls outside of the ones listed above, can I still list that course and other non-listed courses on my tutor application as well?
A: Absolutely. Listing the course along with the grade you received is greatly encouraged by Dean Starks.

Q: If I am approved by the Dean of Studies Office to work as a tutor during the Fall 2013 semester, does that mean that I will definitely be assigned a tutee and work as a tutor?
A: No. Tutors are matched with students needing tutoring as the requests come in to the Dean of Studies Office. There is a possibility that we may not have a tutee requesting the particular subject for which you can tutor. We do try, as much as possible, to match all of our available tutors with tutees. Also, please keep in mind that some students may not request tutorial assistance until much later on in the semester. For this reason, tutors may be assigned students at different points in the semester.

Q: How will I know when I’ve been matched with a student/tutee?
A: The Dean of Studies Office will notify you, via e-mail, to let you know the name of the student(s) assigned to you.

Q: Once I have been assigned a tutee, what is the next step regarding making contact with the tutee(s) that I have been assigned?
A: Once you receive an e-mail with the name of the student(s) assigned to you, it is then your responsibility to contact them immediately to set up a regular meeting time and place to conduct your two hour, once a week, tutorial sessions. **IT IS ALSO YOUR RESPONSIBILITY to keep track of each date and time that you meet with your tutee(s), as well as the date and time of both your first tutorial session of the semester and your last tutorial session of the semester. **You are required to report to the Pre-Professional Department’s Administrative Assistant, **AS EARLY AS POSSIBLE, the date and time of your first tutorial session and the date and time of your last tutorial session, so that this information can be recorded.**
Q: Once I have made contact with the student(s) and have set up a weekly tutorial session, what should I do then?
A: After you have set up your weekly meeting time with your tutee(s), first, you should contact the Pre-Professional Department’s Administrative Assistant, Janelle Torres (jtorres@barnard.edu) via e-mail, to report that information. Then, you should familiarize yourself quickly with the Barnard Career Development Office’s (BCD’s) electronic timesheet system called TimeSheet X since you will complete and receive approval of your timesheets electronically through this system. To learn how to complete and submit your electronic timesheets, as well as to learn more about this process, please do the following: go to www.barnard.edu/cd, then click on “TimeSheet X,” then click on “Student Home Page,” then carefully read all of the information on that page to learn about the new process as well as to learn how to submit your timesheets electronically. If you have any questions about the TimeSheet X system, please contact Won Kang in the Barnard Career Development Office at ext. 4-2033.

Q: If I am providing one-on-one tutoring to a student, how often am I required to meet with that student?
A: You should meet with that student once a week, on one set day per week, for **two hours only**.

Q: If I am providing Group Tutoring, how often am I required to meet with those students and how many students will I tutor in a group at one time?
A: You should meet with your tutees as a group for a total of **two hours per week** on one set day per week. For group tutoring, you will not tutor more than 3 students at a time.

Q: If I am tutoring a group of 2 to 3 students, am I paid fifteen dollars per student?
A: No, you are paid $15.00 per hour regardless of whether you are tutoring one student or three students during the two hour per week session. You are only allowed to tutor your individual tutee, or group of tutees, for two hours per week on one set day per week.

Q: If I have a group of 2-3 students, can I break up the group and, for example, tutor one on one day of the week and the others on a different day of the week?
A: No. You and all of your tutees must come up with one mutually agreed upon day and time where you will meet each week together as a group for two hours (for example, every Monday from 2pm – 4pm). If, due to any extreme circumstances, you break up your group and tutor one student one day of the week and then the others another day during that same week, YOU STILL WILL ONLY BE PAID FOR TWO HOURS OF WORK PER WEEK AND WILL RECEIVE A TOTAL OF $30.00 FOR THAT WEEK.

Q: Am I paid for the work that I do to prepare for my tutoring sessions?
A: No, tutors are not paid for prep time.

Q: How much am I paid per hour?
A: Fifteen dollars an hour.

Q: What steps do I need to take in order to get paid?
A: To receive payment as an Academic Fellow, you must regularly submit: 1) a Progress Report and 2) an electronic timesheet, through the Career Development Office’s electronic timesheet
system called TimeSheet X. You must submit both at the same time, bi-weekly (i.e., once every other week) in accordance with the BCD’s Student Employee Payroll Schedule. **If you do not submit both of these documents on the same day, on time, your timesheet will not be approved for payment.** You must submit your Progress Report to the Pre-Professional Department’s Administrative Assistant, Janelle Torres, in the Dean of Studies Office. A blank Progress Report is included in this packet for your convenience. Before they run out, please come to the Dean of Studies Office to pick up additional copies of the form.

**Q:** If I am tutoring more than one student, can I submit one Progress Report for all of them?

**A:** No, you must submit one Progress Report for each student that you tutor. Please make sure that you take your time and provide a thoughtful, completed Progress Report for each tutee as they are read and utilized by Barnard administrators connected to the tutoring program. As such, your honest and detailed feedback written in these Progress Reports is very useful.

**Q:** Once I have completed all of the appropriate steps to have my paycheck processed, where do I go to pick up my check?

**A:** You will select through BCD whether you want your paycheck to be directly deposited into your bank account or whether you instead prefer to have your paycheck placed in your mailbox. You will be paid according to the current **BCD’s Student Employee Payroll Schedule.** A copy of the payroll schedule is included in this online Tutor Packet. **Remember to get paid, you MUST turn in a Progress Report for each of your tutees on the days that your timesheets are due.**

**Q:** What is the last date that I can provide tutoring services to my tutee(s)?

**A:** The last day that you can provide tutoring services is Monday, December 9, 2013. Any tutoring services that you provide after Monday, December 9, 2013 will be voluntary on your part and therefore you will not receive compensation.
Barnard College

CONTRACT FOR ACADEMIC FELLOWS
FALL 2013

I, ____________________________, understand that by signing this contract to be a Barnard Academic Fellow for the Fall 2013 term, I agree to, and am required to, do the following:

Work with my assigned student(s) for one, two hour session per week, on one day per week, with each weekly session not to exceed two hours in length.

Agree to tutor my assigned student(s) for the entire semester, regardless of any change or update in my financial status or change in the amount of funds available regarding my tutoring salary.

Conscientiously prepare for the two hours of weekly tutorial assistance that I provide.

Adhere to the Barnard College Honor Code in all of my academic dealings with my assigned student(s).

Complete and hand in bi-weekly Progress Reports to the Dean of Studies Office in accordance with the Student Employee Payroll Schedule.

Complete and submit bi-weekly timesheets to the Barnard Career Development Office electronically in accordance with the Student Employee Payroll Schedule and the Career Development Office’s electronic timesheet system (i.e., TimeSheet X).

Report, as early as possible, any problems with my assigned student(s), including repeated absences or continued difficulty, to Dean Adjua Starks.

I understand that I will be remunerated at a rate of $15.00 per hour of tutoring assistance.

I understand that I can only tutor from the time that I am assigned a tutee through Monday, December 9, 2013 and if I tutor after December 9, 2013, I am working outside of the Academic Assistance Program AND WILL NOT RECEIVE ANY PAYMENT from Barnard College’s Academic Assistance Program.

I have thoroughly read, understand, and will abide by, all of the information listed in both the “Frequently Asked Questions for Academic Fellows (i.e., Tutors)” handout and the “Highlighted Information for Academic Fellows (i.e., Tutors)” handout.

I understand that once I sign this contract, I am agreeing to tutor and/or be available to tutor from the date listed next to my signature until the date of December 9, 2013.

Print Name (Academic Fellow)        Sign Name (Academic Fellow)        Date (Academic Fellow)

_________________________________________  ___________________________  _______________________

Dean Adjua Starks
Student Employee Payroll Schedule for September 3, 2013– May 16, 2014

Students are paid biweekly. **Hours must be entered into Timesheet X:**
(https://barnard.studentemployment.ngwebsolutions.com/CMX_Content.aspx?cpId=6) by the payroll due dates for paychecks to be issued on the corresponding pay date.

Please remember that in order to be paid each student must complete an I-9, W-4, and WTPA forms **before beginning work.** Federal Work Study and Barnard College Job Award recipients must consider their award size when planning work schedules. **Students cannot be paid beyond their award.**

<table>
<thead>
<tr>
<th>Payroll Period</th>
<th>Student Due Date</th>
<th>Supervisor Due Date</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/3 (Tue) - 9/18 (Wed)</td>
<td>9/19 (Thu)</td>
<td>9/20 (Fri)</td>
<td>9/27 (Fri)</td>
</tr>
<tr>
<td>9/19 (Thu) - 10/2 (Wed)</td>
<td>10/3 (Thu)</td>
<td>10/4 (Fri)</td>
<td>10/11 (Fri)</td>
</tr>
<tr>
<td>10/3 (Thu) - 10/16 (Wed)</td>
<td>10/17 (Thu)</td>
<td>10/18 (Fri)</td>
<td>10/25 (Fri)</td>
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<td>10/17 (Thu) - 10/30 (Wed)</td>
<td>10/31 (Thu)</td>
<td>11/1 (Fri)</td>
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<tr>
<td>10/31 (Thu) - 11/13 (Wed)</td>
<td>11/14 (Thu)</td>
<td>11/15 (Fri)</td>
<td>11/22 (Fri)</td>
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<td>11/14 (Thu) - 11/27 (Wed)</td>
<td>11/27* (Wed)</td>
<td>12/2* (Mon)</td>
<td>12/6 (Fri)</td>
</tr>
<tr>
<td>11/28 (Thu) - 12/11 (Wed)</td>
<td>12/12 (Thu)</td>
<td>12/13 (Fri)</td>
<td>12/20 (Fri)</td>
</tr>
<tr>
<td>12/12 (Thu) - 12/25 (Wed)</td>
<td>1/9** (Thu)</td>
<td>1/10** (Fri)</td>
<td>1/17** (Fri)</td>
</tr>
<tr>
<td>12/26 (Thu) - 1/8 (Wed)</td>
<td>1/9 (Thu)</td>
<td>1/10 (Fri)</td>
<td>1/17 (Fri)</td>
</tr>
<tr>
<td>1/9 (Thu) - 1/22 (Wed)</td>
<td>1/23 (Thu)</td>
<td>1/24 (Fri)</td>
<td>1/31 (Fri)</td>
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<tr>
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<td>2/7 (Fri)</td>
<td>2/14 (Fri)</td>
</tr>
<tr>
<td>2/6 (Thu) - 2/19 (Wed)</td>
<td>2/20 (Thu)</td>
<td>2/21 (Fri)</td>
<td>2/28 (Fri)</td>
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<td>5/1 (Thu) - 5/16 (Fri)</td>
<td>5/16 (Fri)</td>
<td>6/19*** (Mon)</td>
<td>5/23*** (Fri)</td>
</tr>
</tbody>
</table>

**Student Due Date:** deadline for students to enter hours and approve online  
**Supervisor Due Date:** deadline for supervisors to approve hours  

Paychecks will be sent to student mailboxes. **For direct deposit, please fill out a direct deposit form and submit to Career Development with voided check. Allow 2 pay periods for setup of direct deposit.**

*The student due date has been pushed up, and the supervisor due date has been pushed back due to the Thanksgiving holidays.*

**Due to the winter holidays, time sheets for the 12/12–12/25 pay period are due on 1/9/14 and 1/10/14 respectively and will be processed for the 1/17/14 pay date.*

***Friday, May 16, 2014 is the final payroll due date for the 2013-2014 academic year. Hours should be entered and approved by Monday, 5/19 and will be paid on Friday, 5/23. This paycheck along with other checks in the summer will be delivered to the Bursar Window and will be held there for two weeks before being forwarded to the student's permanent address.***