

# Law Student Employee Information Sheet

## 2005-2006

Before beginning work, a Form I-9, W-4 and Federal Work Study Result Form (if applicable) must be turned into the Business Services office. Students with Federal Work Study may not begin working until award amounts have been granted by Student Financial Services.

<b><u>TIMESHEET DUE</u></b> <b><u>DATES</u></b> <b><u>(by noon)</u></b>	<b><u>PAYDAY</u></b>	<b><u>FOR HOURS</u></b> <b><u>WORKED</u></b>
Wednesday, June 15 <sup>th</sup>	Thursday, June 30 <sup>th</sup>	06/01/05-06/15/05
Friday, July 15 <sup>th</sup>	Friday, July 29 <sup>th</sup>	06/16/05-07/15/05
Monday, Aug. 15 <sup>th</sup>	Wednesday, Aug. 31 <sup>st</sup>	07/16/05-08/15/05
Thursday, Sept. 15 <sup>th</sup>	Friday, Sept. 30 <sup>th</sup>	08/16/05-09/15/05
Friday, Oct. 14 <sup>th</sup>	Monday, Oct. 31 <sup>st</sup>	09/16/05-10/15/05
Tuesday, Nov. 15 <sup>th</sup>	Wednesday, Nov. 30 <sup>th</sup>	10/16/05-11/15/05
Friday, Dec. 9 <sup>th</sup>	Thursday, Dec. 22 <sup>nd</sup>	11/16/05-12/15/05
Monday, Jan 16 <sup>th</sup>	Tuesday, Jan. 31 <sup>st</sup>	12/16/05-01/15/06
Wednesday, Feb. 15 <sup>th</sup>	Tuesday, Feb. 28 <sup>th</sup>	01/16/06-02/15/06
Wednesday, March 15 <sup>th</sup>	Friday, March 31 <sup>st</sup>	02/16/06-03/15/06
Friday, April 14 <sup>th</sup>	Friday, April 28 <sup>th</sup>	03/16/06-04/15/06
Monday, May 15 <sup>th</sup>	Wednesday, May 31 <sup>st</sup>	04/16/06-05/15/06
*Friday, May 19 <sup>th</sup>	Wednesday, May 31 <sup>st</sup>	05/16/06-05/31/06

Turn in completely filled out original timesheet (white & yellow pages) by noon on due date. Blanks can delays check processing until the next month's payroll.

**\* Students with 2005-2006 Federal Work Study:** Students are responsible for monitoring funds paid so that allocated funds are not exceeded. All hours must be completed by May 31<sup>st</sup> (end of award period) & a timesheet turned in **by May 19<sup>th</sup>**. **\*Hours cannot** be paid by Lewis & Clark for a 2005-2006 Federal Work Study award if a timesheet is turned in later than May 19, 2006.

**\* Graduating students cannot** work past the date of graduation.

Timesheets can be turned in early in the drop-off slot underneath the window counter after hours. If you have any questions, contact Business Services. Reach Liz Collinson directly at 503-768-6802 or [etc@lclark.edu](mailto:etc@lclark.edu).