

## KCAI Work Study Payroll Schedule – 2009-10

Time Sheet Due in Financial Aid Office (Admissions annex-4320 Oak St)	*Payday	Comment
By noon, Monday, August 17, 2009	Thursday, August 27, 2009	
By noon, Wednesday, September 16, 2009	Monday, September 28, 2009	
By noon, Friday, October 16, 2009	Tuesday, October 27, 2009	
By noon, Tuesday, November 17, 2009	Wednesday, November 25, 2009	Administrative offices <b>close</b> at noon on Nov. 26 for Thanksgiving. Re-open Monday, Nov. 30, 2009
By noon, Wednesday, December 9, 2009 <b>ONLY HOURS EARNED THROUGH DEC. 8 WILL BE ACCEPTED.</b> All hours worked after Dec. 8 must be reported on next month's report.	Friday, December 18, 2009	Administrative offices <b>closed</b> starting Monday, Dec. 21, 2009, Re-open Monday, Jan. 4, 2010
By noon, Monday, January 18, 2010 Include any hours worked after Dec. 8, 2009	Wednesday, January 27, 2010	
By noon, Wednesday, February 17, 2010	Friday, February 26, 2010	
By noon, Wednesday, March 17, 2010	Friday, March 26, 2010	
By noon, Friday, April 16, 2010	Tuesday, April 27, 2010	
By noon, Monday, May 17, 2010	Thursday, May 27, 2010	
By noon, Wednesday, June 16, 2010	Monday, June 28, 2010	

### IMPORTANT!

Time sheets must be signed by student and supervisor or they will not be processed - no exceptions.

\*Pick up checks in the KCAI business office from 8:30 a.m. to 5 p.m., unless otherwise noted.