



Office for Student Financial Affairs  
Division of Enrollment Management

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**MEMORANDUM**

June 5, 2015

TO: Off-Campus Agencies  
FROM: Dinah Delhomme  
SUBJECT: Early Submission of Student Assistant Time Cards

Please adhere to the following time card deadlines:

PAY PERIOD	TIME CARD DUE IN STUDENT EMPLOYMENT
06/19/15 – 07/02/15	12:00 p.m. on Friday, June 26, 2015
07/03/15 – 07/16/15	12:00 p.m. on Tuesday, July 14, 2015
07/17/15 – 07/30/15	12:00 p.m. on Tuesday, July 28, 2015
07/31/15 – 08/13/15	12:00 p.m. on Tuesday, August 11, 2015
08/14/15 – 08/27/15	12:00 p.m. on Tuesday, August 25, 2015
08/28/15 – 09/10/15	12:00 p.m. on Tuesday, September 8, 2015
09/11/15 – 09/24/15	12:00 p.m. on Tuesday, September 22, 2015
09/25/15 – 10/08/15	12:00 p.m. on Tuesday, October 6, 2015
10/09/15 – 10/22/15	12:00 p.m. on Tuesday, October 20, 2015
10/23/15 – 11/05/15	12:00 p.m. on Friday, October 30, 2015
11/06/15 – 11/19/15	12:00 p.m. on Thursday, November 12, 2015
11/20/15 – 12/03/15	12:00 p.m. on Tuesday, December 1, 2015
12/04/15 – 12/17/15	12:00 p.m. on Tuesday, December 8, 2015
12/18/15 – 12/31/15	12:00 p.m. on Tuesday, December 15, 2015

**\*Early payroll – early submission of time cards**

Please post and give a copy to all of the Federal Work Study students in your agency so they are aware of the time card submission deadlines. It is imperative that time cards are submitted on time to ensure that the Student Employment Staff is able to get time worked into the system and then approved in order for students to get paid in a timely manner. If these dates change, you will be notified immediately.

**DO NOT allow a student to work without a current work permit.**

**If you are submitting the time card via email, you MUST send them to the following email address: [student\\_employment@sfa.ufl.edu](mailto:student_employment@sfa.ufl.edu)**

**IF THE TIME CARDS ARE SUBMITTED AFTER THE 12:00 P.M. DEADLINE, THE STUDENT WILL BE PAID THE FOLLOWING PAY PERIOD.**