

Villanova University School of Law
Summer 2012 Work-Study Pay Schedule

Pay Period <i>Two Weeks</i> <i>Monday - Sunday</i>	Time Sheet Deadline <i>to Financial Aid</i>	Pay Date <i>Every Other</i> <i>Wednesday</i>
05/14/12 - 05/20/12 (1 week)	05/21/12 - 10:00 a.m.	05/30/12
05/21/12 - 06/03/12	06/04/12 - 10:00 a.m.	06/13/12
06/04/12 - 06/17/12	06/18/12 - 10:00 a.m.	06/27/12
06/18/12 - 07/01/12	06/29/12 - 10:00 a.m. Early Deadline	07/11/12
07/02/12 - 07/15/12	07/16/12 - 10:00 a.m.	07/25/12
07/16/12 - 07/29/12	07/30/12 - 10:00 a.m.	08/08/12
07/30/12 - 08/12/12	08/13/12 - 10:00 a.m.	08/22/12
08/13/12 - 08/17/12 (1 week)	08/27/12 - 10:00 a.m.	09/05/12

TIME SHEET DEADLINES

Time sheets must be submitted to Villanova Law School's Office of Financial Aid by 10:00 a.m. on the dates indicated above in order to be paid on the scheduled pay dates. Time sheets must be submitted weekly or biweekly for each corresponding payment period. Do not hold your time sheets to be submitted after the end of the pay period. Your time sheets can be scanned and emailed to finaid@law.villanova.edu or faxed to 610-519-6597. Under no circumstances are you to submit time sheets to the Payroll Office. Please note that your time sheets will be reviewed for accuracy and corrections will be made if necessary.

PAY CHECKS

Pay checks, available in the afternoon on the pay dates listed above, will be available for you to pick up at the Postal Services Window on the Lower Level in Kennedy Hall on the main campus. Their business hours are typically Monday-Friday from 8:30 a.m. to 4:00 p.m. A valid photo I.D. card is required to pick up checks from the postal window. For more information, you can contact Mail Services at 610-519-4492.

DIRECT DEPOSIT

If you would like to have your pay checks directly deposited into your personal bank account, you can complete the [Direct Deposit Form for Work-Study](#) and submit it to the Payroll Office in Saint Mary's Hall. Please note that direct deposit for work-study is different from direct deposit for student loans. Please also be aware that after you sign up for direct deposit, your first pay will be in the form of a paper check that you must pick up in Kennedy Hall. If all of the information on your Direct Deposit Form for Work-Study is correct, then your second pay will start the direct deposit. If for some reason you cannot pick up your first pay check, it can be mailed to your home as long as you provide the Payroll Office with a self-addressed, stamped envelope along with a note indicating the pay period check you wish to have mailed. For more information, you can contact Payroll Services at 610-519-4262.