

Student Assistant Work/Study Student Pay Information Sheet

Check Disbursement:

Student Assistant/Work-Study paychecks are disbursed by University Cash Services to the department designee(s) authorized to pick up employee pay warrants on the dates indicated below. You must pick up your pay warrant from your department designee.

You should make arrangements at University Cash Services to have your final check mailed to you. This can be done by attaching a self-addressed, stamped envelope to your final timesheet with your Social Security number written inside the envelope.

Pay Calendar:

It is the student's responsibility to submit their timesheet to their supervisor. Timesheets are due on the last day of each pay period; the University Payroll Calendar can be viewed at: http://www-admn.csun.edu/ohrs/payroll/paycal/payroll_calendar.pdf.

NOTE: When the calendar month ends on a weekend, turn in your timesheet on Friday prior to the weekend. Timesheets need to be submitted prior to the campus closure in December of each year.

Where to go for assistance:

If you are a Student Assistant and have any questions about the information presented on this sheet, please call **Payroll Administration, extension 2314**. If you are a Work-Study Student, please contact **Josie Carbajal, Work-Study Coordinator, extension 3875**.