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Corporate Work-Study Program

SUMMER 2010 PAY CONFIRMATION

1. Please make a copy of this form for each pay period (4 total).
2. In Part 1, place an X on each day worked, then enter the total number of days for the pay period in Part 2.
3. Both student and supervisor need to sign the form in order for Arrupe to process it.
4. Fax/email the completed confirmation by **3:00 PM** on the Confirmation due date. **If the confirmation is not received by the indicated time, students WILL NOT BE PAID until the following pay period!**
5. Students will be paid every two weeks on the date listed. Students can pick up checks at school between 9:00AM and 12:00PM on the pay date. For checks mailed home, please allow an extra day or two for postal service.
6. The last pay period (August 2-August 13) will not be paid until ALL confirmation forms have been turned in.

PART 1: Place an 'X' on the days worked

June 2010							July 2010							August 2010						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	<i>School Starts</i>	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24		<i>CWSP Starts</i>					
27	28	29	30				25	26	27	28	29	30	31							

PART 2: Indicate total number of days worked for each pay period

<u>Pay Period</u>	<u>Confirmation Due</u>	<u>Pay Date</u>
June 7– June 25 Total Days Worked _____	Friday, June 25	Friday, July 2
June 28 – July 9 Total Days Worked _____	Friday, July 9	Friday, July 16
July 12 – July 23 Total Days Worked _____	Friday, July 23	Friday, July 30
July 26 – Aug. 6 Total Days Worked _____	Friday, August 7	TBA based on receipt of ALL final forms
Aug.9 – Aug. 13 Total Days Worked _____	Friday, August 13	TBA based on receipt of ALL final forms

Student Name _____ Pay Period _____

Company Name _____ Supervisor _____ Phone # _____

Student Signature _____

Sponsor Signature _____

Date _____

Date _____

Would you like your check mailed home (Please Circle): Y or N