

JOB PLACEMENT & TRAINING PROGRAM (JPT)
Adult Vocational Training (AVT)
Timesheet Submission and Check Disbursement Schedule
FALL 2018

Pay Period Ending	Date Timesheet <u>Must</u> Be Turned In*	Date Check is Disbursed
08/18/18	08/17/18	08/24/18
09/01/18	08/31/18	09/07/18
09/15/18	09/14/18	09/21/18
09/29/18	09/28/18	10/05/18
10/13/18	10/12/18	10/19/18
10/27/18	10/26/18	11/02/18
11/10/18	11/09/18	11/16/18
11/24/18	11/23/18	11/30/18
12/08/18	12/07/18	12/14/18
12/22/18	12/21/18	12/28/18

*Timesheet must be received by our office no later than 4:30 p.m. on this date.
Call our office if you do not submit your timesheet on time.

**If unable to meet the deadline, we will still accept your timesheet but the
check may be delayed.**

*You will get paid for fall break, holidays, and official school related closings *

If the program opts to pay you for any days the school is not open, such as breaks, holidays, weather closings, etc., **you must be present the day before and the day after the break,** in order to be paid for the days the school is closed.
NO EXCEPTIONS!

You are responsible for submitting grades midterm and at the end of the semester. Consideration for Spring 2018 assistance, will only be considered with end of semester grades or a certification of completion from your training course.