



Email form to: cwsp@arrupejesuit.com

SUMMER 2018 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 the Arrupe Corporate Work Study Program to process it.
4. Email the completed confirmation by 4:00 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 approximate week listed. Students can pick up checks at school between 8:00AM and 10:00AM on the pay date. For checks mailed home, please allow an extra day or two for postal service.
6. The last pay period (July 16-27) will not be paid until ALL confirmation forms have been turned in.

PART 1: Place an 'X' on the days worked for this pay period only

2018 JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

www.free-printable-calendar.com

2018 JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

www.free-printable-calendar.com

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

Pay Period	Confirmation Due	Pay Date
June 4– June 15	Total Days Worked _____	Friday, June 15
June 18 – June 29	Total Days Worked _____	Friday, June 29
July 2 – July 13	Total Days Worked _____	Friday, July 13
July 16 – July 27	Total Days Worked _____	Friday, July 27

*(Approx. 7 business days after confirmation is due)
 *Week of June 25th
 *Week of July 9th
 *Week of July 23rd
 *TBA- based on receipt of forms

Student Name _____ Pay Period _____
 Company Name _____ Supervisor _____ Phone # _____

Student Signature _____

Sponsor Signature _____

Date _____

Date _____

Would you like your check mailed home (Please Circle): NO or YESIf mailing, please provide most accurate address (include city and zip) _____