



Email form to: cwsp@arrupejesuit.com

SUMMER 2021 PAY CONFIRMATION

1. In Part 1, place an X on each day worked, then enter the total number of days for the pay period in Part 2.
2. Both student and supervisor need to sign the form in order for the Arrupe Corporate Work Study Program to process it.
3. 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!**
4. **Students will be paid every two weeks on the approximate week listed. Checks will be mailed home, so please allow appropriate delivery time.**
5. The last pay period 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

JUNE 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 Pag Day	15	16	17	18	19
20 Father's Day Summer Begins	21	22	23	24	25	26
27	28	29	30			

JULY 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4 Independence Day	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	31

AUGUST 2021						
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
29	30	31				

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

Pay Period

Confirmation Due

Pay Date

*(Approx. 7-10 business days after confirmation is due)

June 7-18 Total Days Worked _____
 June 21-July 2 Total Days Worked _____
 July 5-July 16 Total Days Worked _____
 July 19-July 30 Total Days Worked _____

June 18th
 July 2nd
 July 16
 July 30

*TBA- based on receipt of forms

(2021 Grads ONLY)

Aug 2-Aug 12 Total Days Worked _____
 Aug 16-Aug 26 Total Days Worked _____

August 12
 August 26

*TBA- based on receipt of forms
 *TBA- based on receipt of forms

Student Name: _____

Pay Period (Write in): _____

Company Name _____

Supervisor Name _____

Student Signature _____

Supervisor Signature _____

Checks will be mailed home, so please allow 5-7 business days for deliver. Please confirm the most accurate address to mail checks to: