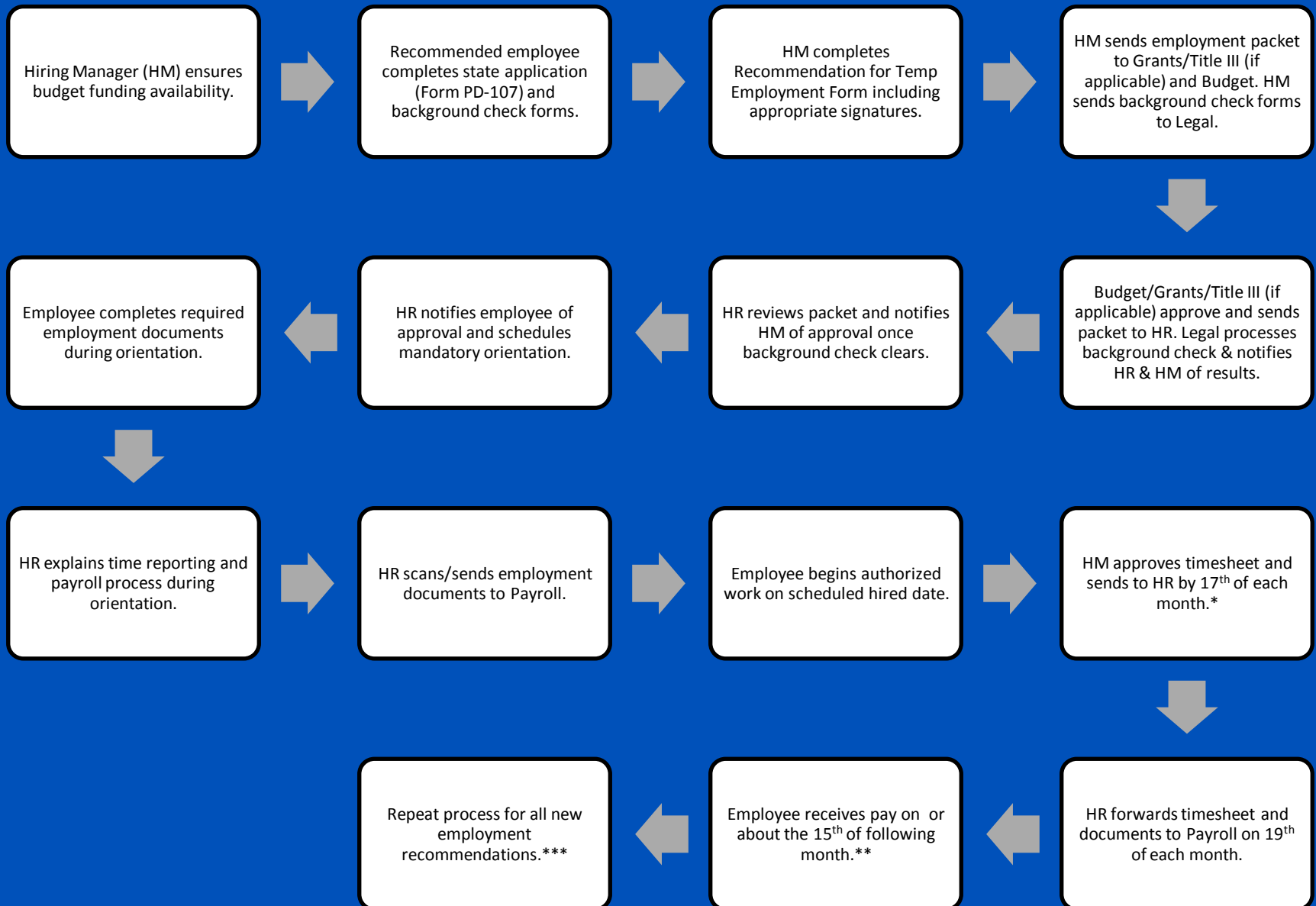


TEMPORARY EMPLOYMENT WORK FLOW



*Timesheet must reflect all **approved** hours worked for pay period. **Employee must pick up their first “paper check” from FSU Payroll Office, Smith Hall, Room 111. Subsequent pay is made via direct deposit. If the 15th of the month falls on a weekend, payday will be on the preceding Friday. ***Employee cannot work more than 12 consecutive months without a break of 31 days. Breaks of more than 31 days require submission of new W-4, NC-4, and direct deposit forms to HR.