

# CalWORKs Newsletter

## Highlights This Month

- Oct 16:** End of mid-term period
- Oct 27:** Mid-term grades available on Web4
- Oct 29:** Class Schedule available online

### OFFICE HOURS

**Mondays - Thursdays**

8am - 5pm

**Fridays**

8am - 4pm

*We are closed every day from 12-1pm for lunch.*

OCTOBER 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	<u>16</u>	17
18	19	20	21	22	23	24
25	26	<u>27</u>	28	<u>29</u>	30	31

## Welcome Back Natasha!

CalWORKs Program Coordinator Natasha Lockett delivered two healthy twin girls over the summer. Please help us in welcoming Natasha back to the office this month! She will be working part-time for the remainder of the Fall semester and will be focusing on managing the program behind the scenes.

## Program Updates

### Transfer Information - Key Dates and Deadlines

All California State Universities, including SF State and CSU East Bay, are now accepting applications for the Fall 2016 semester. The deadline for both CSU and UC applications is **Monday, November 30th**.

#### ⇒ CSU Applications

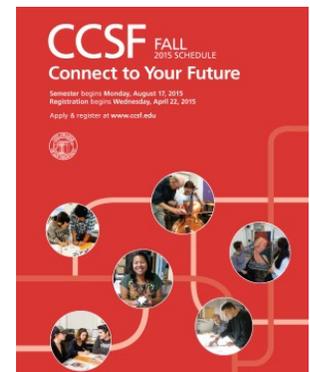
- **October 1 - November 30**
- [www.csumentor.edu](http://www.csumentor.edu)
- **Helpful Application Tips:** [https://secure.csumentor.edu/support/pdfs/express\\_app.pdf](https://secure.csumentor.edu/support/pdfs/express_app.pdf)

#### ⇒ UC Applications

- **November 1 - November 30**
- <http://admission.universityofcalifornia.edu/>

## Spring 2016 Class Schedule

The Spring 2016 class schedule will be available online on Thursday, October 29th. The printed schedule will be available in November.



## Tutoring Available

The CalWORKs Program will be hiring tutors this month to assist students with their academics. We will be hiring 1-2 tutors specializing in English and Mathematics.

Once these tutors have been hired, tutoring hours and start dates will be emailed to students with this information.



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## Work Study Updates

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### Friendly Timesheet Reminders:

- ⇒ **Please DO NOT work before receiving your start date in a confirmation email. Hours worked before your start date cannot be paid by the CalWORKs office.**
- ⇒ There are two timesheets to complete. One is on Web4, the other is on paper. Please ensure to complete and submit both timesheets accurately and on-time.
- ⇒ Late or inaccurate timesheets may result in a delay in pay.
- ⇒ Should you work on a holiday or weekend, your supervisor must initial next to those dates.
- ⇒ The supervisor who signed your Standards of Conduct Contract must be the same supervisor signing your timesheets, as the name and signatures are compared for verification.
- ⇒ Ludmila Ptashny is the Time Reporting Specialist and accepts and approve all student payroll. Should you have questions about payroll or timesheets, please contact Ludmila at (415) 452-5716 or [lptashny@ccsf.edu](mailto:lptashny@ccsf.edu).

CalWORKs Work Study Advisor Alexis Finn has accepted a new opportunity with Solano County's Public Health Division. Her last day in the CalWORKs office will be Friday, October 30th. After this date, Patricia Castillo and Natasha Lockett will be able to assist with work study matters.

Ludmila Ptashny will continue to assist with student payroll.

*Alexis thanks the CalWORKs staff and students for providing her with great memories and work experience, and wishes everyone in the program the best of luck in the future.*