

FEDERAL WORK STUDY TIME SHEET

NAME: _____ Period Ending: _____

Employee ID # _____ Rec: _____

DATE		HOURS WORKED			TOTAL HOURS
		FROM	TO	BREAK	
Thur. After 11					
Fri.					
Mon.					
Tue.					
Wed.					
Thur. Until 11					
TOTAL HOURS:					

Students are paid only for time worked. There are no paid holidays, sick days, lunches or vacation days. **STUDENTS WHO WORK MORE THAN FIVE HOURS IN ONE DAY MUST TAKE AT LEAST ONE HALF-HOUR BREAK WITHOUT PAY.** No time may be submitted for work performed when the campus is closed.

A student's priority is to attend class. Students should not work during scheduled class times. If a student works during scheduled class time, the supervisor should attempt to document the reason on the current time sheet.

It is the work supervisor's responsibility to submit this time sheet to the Business Office by 11:00 a.m. (refer to the memo from the Business Office). Neither the Business Office nor the Financial Aid Office is responsible for time sheets submitted late!

TIME SHEETS MUST BE SUBMITTED ON THURSDAY BY 11:00 A.M.

Student's
Signature: _____ DATE: _____ TIME: _____

Supervisor's
Signature: _____ DATE: _____ TIME: _____