Ursuline College

2023-2024
WORK STUDY TIME SHEET

Month: _____
(Only one month per time sheet)

Date	Time IN	Time OUT	Hours Worked	Date	Time IN	Time OUT	Hours Worked

Please record time worked to the closest 15-minute increments, rounding up or down as necessary. *For example*, if you time IN was 12:10pm, you would mark 12:15 and if your time OUT was 3:35pm, you would mark 3:30, your total hours worked would be 3.25 hours (3 hours and 15 minutes). ***REMEMBER** you can NOT work 5 hours without taking a mandatory 30 minute break (break(s) *MUST* be reflected on timesheet). *For example*, if you worked 9:00am to 2:00pm (total of 5 hours) you are required to take a 30 minute break – your time sheet would reflect working a total of 4.5 hours = 9:00am to 12:00pm and 12:30pm to 2:00pm.

Student Worker Acknowledgement

I hereby certify that this time sheet is a true reflection of the hours I have worked for the department indicated.

_____ **Student's Name (please print)**

_____ **Student's Signature**

_____ **Student ID**

Supervisor Acknowledgement

I hereby certify that this time sheet is a true reflection of the hours worked by this student, and that the above student has performed duties in a satisfactory manner.

_____ **Department**

_____ **Student's Work-Study Title**

_____ **Total Hours Worked**

_____ **Supervisor's Name** ***(please print)***

_____ **Supervisor's Signature**

_____ **Date**

FINANCIAL AID OFFICE USE ONLY

Date Stamp
(when timeslip was received)

_____ ***X*** ***$***_____ **=** ***$***_____
Total Hours ***Rate of Pay*** ***Total Earnings***

Initials of Verifying Official: _____