Month: $\qquad$ SEPTEMBER

INCORRECT
CORRECT


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 |

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.


Position Title

Supervisor's Signature


Date

1. When completing your time sheet, only record hours worked for ONE month per time sheet. Time sheet(s) MUST be turned in monthly by the monthly due date. Contact the Financial Aid Office immediately if you are unable to turn your monthly time sheet by the monthly due date.
2. If more room is needed, attach another time sheet.
3. Round to the nearest 15 minute mark when recording Time IN and Time OUT.
4. Students MUST take a $1 / 2$ hour break after working 6 hours straight. If you are going to be working more than 6 hours you MUST show that you took a $1 / 2$ break on your time sheet.
5. Please " $\mathbf{X}$ " out all slots not used before having your supervisor sign.
6. Print legibly and sign/date your time sheet.
7. Record the Department the work was performed for and your position title (NOT TASK PERFORMED).
8. Total your hours worked for the month.
9. Submit your time sheet to your supervisor for approval and signature.
10. Turn your completed signed time sheet to the Student Service Center by the monthly due date.
