

## 2021-2022 WORK STUDY TIME SHEET

Month: <u>SEPTEMBER</u>

## INCORRECT

## CORRECT

	Date	Time IN	Time OUT	Hours Worked	Date	Time IN	Time OUT	Hours Worked
3	9-05-20	1:00	4:50	3 hours 50 min	9-05-20	1:00	5:00	4
4	9-24-20	10:00	5:00	7	9-24-20	10:00	2:00	4
$\geq$						2:30	5:00	2.5
(5								

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

Date

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	7	Position Title	8	) Total Hours Worked
Supervisor's Name (please print)	9	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.

6

- 4. Students **MUST** take a ½ 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 ½ break on your time sheet.
- 5. Please "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.