

Month: SEPTEMBER

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INCORRECT

CORRECT

	Date	Time IN	Time OUT	Hours Worked		Date	Time IN	Time OUT	Hours Worked
3	9-05-19	1:00	4:50	3 hours 50 min		9-05-19	1:00	5:00	4
4	9-24-19	10:00	5:00	7		9-24-19	10:00	2:00	4
							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) _____ **6** 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 _____

- 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.*
- If more room is needed, attach another time sheet and record the number of time sheets being submitted each month.
- Round** to the nearest 15-minute mark when recording Time IN and Time OUT.
- 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.
- Please "**X**" out all slots not used before having your supervisor sign.
- Print legibly and sign/date your time sheet.
- Record the Department the work was performed for and your position title (**NOT TASK PERFORMED**).
- Total your hours worked for the month.
- Submit your time sheet to your supervisor for approval and signature.
- Turn your completed signed time sheet to the Student Service Center by the monthly due date.