

Please record time worked to the closest 15 -minute increments, rounding up or down as necessary. For example, if you time IN was $12: 10 \mathrm{pm}$, you would mark 12:15 and if your time OUT was $3: 35$ pm, you would mark $3: 30$, your total hours worked would be 3.25 hours ( 3 hours and 15 minutes).

## Student Worker Acknowledgement 6

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 7

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.


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 if working 5 hours straight. If you are going to be working 5 hours or more 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, sign, and include your student id your time sheet.
7. Submit your time sheet to your supervisor for approval and signature.
8. Supervisors record the Department the work was performed for, the student's work-study position title (NOT TASK PERFORMED), and Total hours the supervisor has verified that the student worked for the month.
9. Supervisors Print legibly and sign/date your work-study student's timesheet, return signed timesheet to them.
10. Students turn your completed and signed time sheet to the Student Service Center by the monthly due date.
