

2023-2024 WORK STUDY TIME SHEET

| 1 | Month: | SEPTEMBER |
|---|--------|-----------|
|---|--------|-----------|

INCORRECT

CORRECT

| | Date | Time IN | Time OUT | Hours Worked | Date | Time IN | Time OUT | Hours Worked |
|---|---------|---------|-------------|-------------------|---------|---------|-------------|--------------|
| 3 | 9/5/22 | 1:00 | 4:50 | 3 hours 50 min | 9/5/22 | 1:00 | 5:00 | 4 |
| 4 | 9/24/22 | 10:00 | 5:00 | 7 | 9/24/22 | 10:00 | 2:00 | 4 |
| | | | | | | 2:30 | 5:00 | 2.5 |
| 5 | | | | | | | | |
| | , | | | | | | | |
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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).

| Student | Worker | <u>Acknowledgement</u> | |
|-------------|--------|---|--|
| | | 7 10 11 10 11 10 01 9 0 1 1 1 0 1 1 1 V | |

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 trustudent has performed duties in a satisfactory | | this student, and that the above |
| , | | |
| Department 8 | Student's Work-Study Title | Total Hours Worked |
| Supervisor's Name (please print) | 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 if working 5 hours straight. If you are going to be working 5 hours or more 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, 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.