

STUDENT EMPLOYMENT TIME SHEET

Month/Year _____

Social Security #: _____ Department: _____

Student Name: _____ I.D.#: _____

Rate of Pay _____

DUE IN FINANCIAL AID BY 5:00 p.m. ON THE LAST WORKING DAY OF THE MONTH

(Must take a 15 min. break after every 4 hrs. of work; must show a 30 min. break after every 6 hrs. of work)

WEEK 1

Month/Day	In	Out	Sub Total	In	Out	Subtotal	In	Out	SubTotal	Daily Total
Sample 7/1	8:30	12:00	3.5 hrs.	12:30	4:30	4 hrs.				7.5 hrs.
Sun.										
Mon.										
Tues.										
Wed.										
Thurs.										
Fri.										
Sat.										

Total Hours Worked (Week 1) _____

WEEK 2

Month/Day	In	Out	Sub Total	In	Out	Subtotal	In	Out	SubTotal	Daily Total
Sample 7/1	8:30	12:00	3.5 hrs.	12:30	4:30	4 hrs.				7.5 hrs.
Sun.										
Mon.										
Tues.										
Wed.										
Thurs.										
Fri.										
Sat.										

Total Hours Worked (Week 2) _____

WEEK 3

Month/Day	In	Out	Sub Total	In	Out	Subtotal	In	Out	SubTotal	Daily Total
Sample 7/1	8:30	12:00	3.5 hrs.	12:30	4:30	4 hrs.				7.5 hrs.
Sun.										
Mon.										
Tues.										
Wed.										
Thurs.										
Fri.										
Sat.										

Total Hours Worked (Week 3) _____

WEEK 4

Month/Day	In	Out	Sub Total	In	Out	Subtotal	In	Out	SubTotal	Daily Total
Sample 7/1	8:30	12:00	3.5 hrs.	12:30	4:30	4 hrs.				7.5 hrs.
Sun.										
Mon.										
Tues.										
Wed.										
Thurs.										
Fri.										
Sat.										

Total Hours Worked (Week 4) _____

WEEK 5

Month/Day	In	Out	Sub Total	In	Out	Subtotal	In	Out	SubTotal	Daily Total
Sample 7/1	8:30	12:00	3.5 hrs.	12:30	4:30	4 hrs.				7.5 hrs.
Sun.										
Mon.										
Tues.										
Wed.										
Thurs.										
Fri.										
Sat.										

Total Hours Worked (Week 5) _____

TIME SHEETS

- A. Time sheets must be received by the Financial Aid Office according to the Student Employment Pay Schedule.
- B. It is the department head or supervisor's responsibility to make certain that the time sheet is properly completed and submitted to the Financial Aid Office according to the Student Employment Pay Schedule. To assure meeting this schedule, it is recommended that the time sheets be hand carried to the Financial Aid Office. Late time sheets will be processed for payment on the next regularly scheduled student payroll and **charged to the employing department's budget**.
- C. Incomplete or incorrect time sheets, or time sheets submitted without signatures or proper authorization, will not be processed for payment and will be returned to the responsible department head or supervisor.
- D. Payments will be made for quarter hour (1/4) increments, not odd minutes. Hours should be reported in multiples of quarter hours.

Rate of Pay _____

Total Hours Worked for the Month _____

I certify that all information on this Time Sheet is in accordance with Student Employment Policies and Procedures printed in the Work-Study Manual. I also certify that the work has been performed in a satisfactory manner.

Signature of Supervisor

Print Name & Title of Supervisor

Signature of Student

I.D. Number