



Name: \_\_\_\_\_ ID: \_\_\_\_\_

Term: \_\_\_\_\_ Award Amount: \_\_\_\_\_

Pay Period Dates: \_\_\_\_\_ Total Monthly Hours: \_\_\_\_\_

All pay periods begin on the 16th of the month and end on the 15th of the month. Therefore, time sheets are to be turned in to the Federal Work Study Office in Career Development Services on or before the 15th of each month. If the 15th falls on a weekend or holiday, turn in the timesheet before the 15th.

Special Note: Any student who works more than 6 (six) hours in a day is required to take a break. Work-study students are not paid for breaks and must document breaks on the time sheet. Breaks of 1/2 hour will be deducted if the break is not indicated on the time sheet and student works more than 6(six) hours per day.

Date:	/	/	/	/	/	/	/	Total for Week
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Time In:								
Time Out:								
Break:								
Total:								
Date:	/	/	/	/	/	/	/	Total for Week
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Time In:								
Time Out:								
Break:								
Total:								
Date:	/	/	/	/	/	/	/	Total for Week
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Time In:								
Time Out:								
Break:								
Total:								
Date:	/	/	/	/	/	/	/	Total for Week
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Time In:								
Time Out:								
Break:								
Total:								

Student Signature: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_