

***The University Of Tampa
Federal Work Study Time Sheet***

Student Name: _____

Dept. No: _____

Employee#(Student ID): _____

Pay Period Ending: _____

Instructions:

Students

1. Each student is required to enter ONLY the amount of hours worked each day.
2. No student is allowed to work during the time he/she is scheduled to be in class.
3. Time sheets will be supplied by your employer and are to be left with your employer at the end of the pay period for forwarding to the Payroll Department.
4. Hours are limited to no more than 12 hours per week.

Employers

1. The Financial Aid office will supply employers with time sheets for their Federal Work Study student employees.
2. Employers are not to allow the FWS students to work when they are scheduled to attend classes, nor work more than 12 hours per week.
3. Collect and check all FWS time sheets for accuracy at the end of each pay period and forward them to Payroll before 12:00 noon.

Day of week	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.	Straight Time Hours
Date								
Hours Worked								
Date								
Hours Worked								
Date								
Hours Worked								

Student Signature

Department Head Signature