## FEDERAL WORK STUDY

### TIME SHEET

**Student Name:** ____________________________

**Employee Number (Student ID):** ____________________________

**Department Number/Department Name:** ____________________________

**Pay Period From:** ____________ **TO** ____________

<table>
<thead>
<tr>
<th>Day Of Week</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THURS</th>
<th>FRI</th>
<th>SAT</th>
<th>SUN</th>
<th>Total Hrs</th>
<th>Overtime Hours</th>
<th>Straight time Hrs</th>
</tr>
</thead>
<tbody>
<tr>
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<td>1/0</td>
<td>1/1</td>
<td>1/2</td>
<td>1/3</td>
<td>1/4</td>
<td>1/5</td>
<td>1/6</td>
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<td>HOURS WORKED</td>
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<tr>
<td>DATE</td>
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<td>1/8</td>
<td>1/9</td>
<td>1/10</td>
<td>1/11</td>
<td>1/12</td>
<td>1/13</td>
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</tbody>
</table>

**TOTAL HOURS** 0.00 0.00 0.00

__________________________

**Deparment Head/Supervisor Name**

__________________________

**Signature of Employee**

__________________________

**Department Head/Supervisor Signature**

### 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. Please type, print and submit to your supervisor for approval.
4. 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, Plant Hall 407.

**Employers**
1. The financial aid office will supply employers with time sheets for their Federal Work Study student employment.
2. Employers are not to allow the FWS students to work when they are scheduled to attend classes.
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.
4. Supervisors make sure that all the paperwork for your student workers has been submitted to Financial Aid.