SUNY Institute of Technology
Federal Work Study Program
Bi-Weekly Time Sheet

Employee Name: _____ Soc. Sec. Number (last 4 digits): _____

Department: _____ Account Number _____

Students may not work over 8 hours during any day nor more than 20 hours per week while classes are in session. Students may be eligible to work up to 40 hours per week when classes are not in session. ***You must show a 1/2 hour break when working over 6 consecutive hours.***

Enter actual times worked (i.e. 9:00 am, 2:15 pm, etc.). In the "Total Hrs." column enter the total hours worked each day using whole numbers (1, 2, 3, etc.) and these decimals .25, .5, .75 (each 15 minutes worked equals .25 of an hour). _All entries must be in ink._

Day	Date	Start Time	End Time	Start Time	End Time	Total Hrs.
Thursday						
Friday						
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
					Week 1 total:	
Thursday						
Friday						
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
					Week 2 total:	
					Pay Period Totals	

I certify that this is an accurate statement of my hours worked.

Student's Signature: _____ Date: _____

I certify that the above hours have been worked and that the work was performed satisfactorily.

Supervisor's Signature: _____ Date: _____

Term Award Amount: _____	Prev Award Remaining: _____	Pay Earned This Period: _____	Award Remaining: _____

Supervisors should keep a photocopy of this time sheet for their records.