## COLLEGE WORK-STUDY TIMESHEET

Students and supervisors must complete timesheet in FULL and submit it to the Payroll Office on the last working day of each month. All information must be original and completed in ink!!

|  |  | Employee ID\# |  |
| :--- | :--- | :--- | :--- |
| Student's Name |  |  |  |
| (Created by Human Resources) |  |  |  |
| Pay Period for this timesheet: | From |  |  |


|  | Sun | Mon | Tues | Wed | Thurs | Fri | Sat | Total Hrs <br> for Week |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Wk 1 |  |  |  |  |  |  |  |  |  |
| Wk 2 | - | - |  |  |  |  |  |  |  |
| Wk 3 | - | - |  |  |  |  |  |  |  |
| Wk 4 | - | - |  |  |  |  |  |  |  |
| Wk 5 |  |  |  |  |  |  |  |  |  |

COLLEGE WORK STUDY AWARDED AMOUNT: \$
WAGE RATE: \$ $\qquad$ TOTAL HOURS
Student Signature
Date $\qquad$
For Payroll Use Only
Fund Code $\qquad$ Org Code $\square$ Acct Code $\square$ Prog Code $\qquad$

|  | Monthly Total | Cum Total |  | Monthly Total | Cum Total |  |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| Sept |  |  |  |  |  |  |
| Oct |  |  |  |  |  |  |
| Mar |  |  |  |  |  |  |
| Nov |  |  |  |  |  |  |
| Apr |  |  |  |  |  |  |
| May |  |  |  |  |  |  |
| Jan |  |  |  |  |  |  |
| Jun |  |  |  |  |  |  |
| Feb |  |  |  |  |  |  |

I hereby certify that this timesheet is a true statement of the hours worked by the student and that the work assigned has been performed in a satisfactory manner. I understand that this student should not work over 20 hours per week.

| Supervisor's Signature $\quad \square$ | Date |
| :--- | :--- |
| Department | Phone |

Pay Period Beginning


