

AVERETT UNIVERSITY

Federal Work-Study 2013-2014 Time Sheet

(Example: 08/26/13 to 09/25/13)

Student Name: _____

From: ___ 26th ___ To ___ 25th ___

Student ID#: P000 _____

Month	Date	Morning (A.M.)		Afternoon (P.M.)		Total Daily Hours
		TIME IN	TIME OUT	TIME IN	TIME OUT	WORKED
	26					
	27					
	28					
	29					
	30					
	31					
				SUBTOTAL		
	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8					
	9					
	10					
	11					
	12					
	13					
	14					
	15					
	16					
	17					
	18					
	19					
	20					
	21					
	22					
	23					
	24					
	25					

CUMULATIVE TOTAL

Student's sign your timesheet and give it to your FWS Supervisor
Supervisor's please approve or deny Cumulative Total and put total on email sent by FWS Coordinator
Supervisors please place signed timesheet in interoffice mail to FWS Coordinator - Stephanie Walker.

I certify that (Print Student's Name) _____, has not worked during any scheduled classes and that this is a true reflection of actual hours worked. By signing this form, you, the student, have read and agree to the terms and guidelines of the Federal Work Study Program as outlined below.

Student's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Averett University Federal Work Study

Time Sheet Guidelines and Information

1. Time sheets may be obtained from Averett Central or online.
2. Time sheets must be filled out in its entirety. This includes printing your name, the month that you are currently working, your student ID number and total number of hours.
3. Please check with your supervisor for approved times to work.
4. You must fill out your time sheet using blue or black ink. **Absolutely no pencils.**
5. The supervisor and student must sign a time sheet for each month worked. For each month worked, you must have a separate time sheet.
6. It is the student's responsibility to make sure that the time sheet is filled out correctly and signed by your supervisor.
7. **Time sheets will be given to your supervisor.**
8. Supervisors will submit your worked time electronically every month.
9. **Students will not submit time sheets to Averett Central. NO EXCEPTIONS.**
10. ***Supervisors are to submit time sheets to Stephanie Walker via Interoffice mail each month.***
11. You will be paid for the hours worked the following month on or around the 10th. No checks will be issued to Federal Work-Study students. All students must have Direct Deposit set up with Human Resources. All pay advice will be online.
12. Failure to not comply with the above guidelines may result in termination of your funds.

Pay Schedule 2013-2014

Pay Period ENDS	Supervisor Submits Email	Student Pay Date
July 25, 2013	July 31, 2013	August 9, 2013
August 25, 2013	August 30, 2013	September 10, 2013
September 25, 2013	September 30, 2013	October 10, 2013
October 25, 2013	October 31, 2013	November 08, 2013
November 25, 2013	November 28, 2013	December 10, 2013
December 25, 2013	December 31, 2013	January 10, 2014
January 25, 2014	January 31, 2014	February 10, 2014*
February 25, 2014	February 27, 2014	March 10, 2014*
March 25, 2014	March 31, 2014	April 10, 2014*
April 25, 2014	April 30, 2014	May 10, 2014*
May 25, 2014	May 30, 2014	June 10, 2014*

*These dates are subject to change per the Payroll Office