Office of Scholarships and Financial Aid
Community Service Work-Study Time Sheet
2015-2016

FWSTS

*Please Use **Black** or **Blue Ink** and Print Legibly*

OSU CWID (8 digits, no spaces)

Student Name:

Agency:

Pay Period Begin Date: **Pay Period End Date:**

The hours I am submitting on this timesheet are for work performed as/at only **ONE** of the following:

CIRCLE ONE ONLY: **MATH TUTOR**   **READING TUTOR**   **OFF-CAMPUS AGENCY**

- This time sheet is for all bi-weekly **Federal Work Study** student employees working as a 1) *math tutor*, 2) *reading tutor*, or 3) at an *off-campus community service agency*. **YOU MUST INDICATE WHICH ONE. ONLY ONE TYPE PER TIMESHEET**.
- Time sheets must be filled out in black or blue ink or be typewritten.
- Time sheets must be signed in ink by the student and a supervisor who is authorized to sign FWS time sheets.
- Signed time sheets must be submitted to the Office of Scholarships and Financial Aid, **119** Student Union, (FAX: 405-744-6438) by **10:00 AM** on the **Monday after the end of the pay period** to ensure timely payment.
- Refer to the "Schedule of Minutes Converted to Hours" form (on the back) for assistance in completing the time sheet.

Week 1	Date	In	Out	In	Out	In	Out	Total Hours
Sun								
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
							Total Hours Worked Week 1:	

Week 2	Date	In	Out	In	Out	In	Out	Total Hours
Sun								
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
							Total Hours Worked Week 2:	

x $ _____ = $ _____
Total Hours Worked   **Hourly Rate**   **Amount Due**

We hereby certify that this time sheet is a true statement of the hours worked. Signatures will be verified.

_____   _____
Signature of Student Employee   Signature of Authorized Supervisor

Updated: 5-2015

Office Of Scholarships & Financial Aid
Off-Campus Federal Work-Study
Schedule Of Minutes Converted To Hours

MINUTES	HOURS	MINUTES	HOURS	MINUTES	HOURS
1	.02	21	.35	41	.68
2	.03	22	.37	42	.70
3	.05	23	.38	43	.72
4	.07	24	.40	44	.73
5	.08	25	.42	45	.75
6	.10	26	.43	46	.77
7	.12	27	.45	47	.78
8	.13	28	.47	48	.80
9	.15	29	.48	49	.82
10	.17	30	.50	50	.83
11	.18	31	.52	51	.85
12	.20	32	.53	52	.87
13	.22	33	.55	53	.88
14	.23	34	.57	54	.90
15	.25	35	.58	55	.92
16	.27	36	.60	56	.93
17	.28	37	.62	57	.95
18	.30	38	.63	58	.97
19	.32	39	.65	59	.98
20	.33	40	.67	60	1.00

How to Use the Schedule

Example: 8:08-10:23=2.25 hours

1. 52 minutes were worked before 9:00
2. Look up 52 minutes on the schedule = .87
3. One hour was worked from 9:00-10:00 =1.00
4. 23 minutes were worked after 10:00
5. Look up 23 minutes on the schedule = .38
6. Total hours worked 2.25