

## WCC Work Study Timesheet

Pay period May 9-15, 2014

Student Name: \_\_\_\_\_ Employee#: \_\_\_\_\_

Office/Department: \_\_\_\_\_

Enter time in and out, as well as daily, weekly and grand totals.

Fractions of hours are to be entered in tenths of hours (see chart below).

\*\*If you work more than 6 consecutive hours, you are required under the Fair Labor Standards Act (FLSA) to take a minimum of a 30 minute lunch break and will need to note a time out and returned.\*\*

Week 1	Date	Time In	Time Out- Lunch	Time Return- Lunch	Time Out	Daily Total
Friday	5/9					
Saturday	5/10	-----	-----	-----	-----	-----
Sunday	5/11	-----	-----	-----	-----	-----
Monday	5/12					
Tuesday	5/13					
Wednesday	5/14					
Thursday	5/15					
					Weekly Total	

Week 2	Date	Time In	Time Out- Lunch	Time Return- Lunch	Time Out	Daily Total
Friday	-----	-----	-----	-----	-----	-----
Saturday	-----	-----	-----	-----	-----	-----
Sunday	-----	-----	-----	-----	-----	-----
Monday	-----	-----	-----	-----	-----	-----
Tuesday	-----	-----	-----	-----	-----	-----
Wednesday	-----	-----	-----	-----	-----	-----
Thursday	-----	-----	-----	-----	-----	-----
					Weekly Total	
					Grand Total	

Hours divided into tenths		27 min.-32 min. 59 sec	.5 hours
0 min.-2 min. 59 sec.	Disregard	33 min.-38 min. 59 sec.	.6 hours
3 min.-8 min. 59 sec.	.1 hours	39 min.-44 min. 59 sec.	.7 hours
9 min.-14 min. 59 sec.	.2 hours	<b>45 min.-50 min. 59 sec.</b>	<b>.8 hours</b>
<b>15 min.-20 min. 59 sec.</b>	<b>.3 hours</b>	51 min.-56 min. 59 sec.	.9 hours
21 min.-26 min. 59 sec.	.4 hours	57 min.-60 min.	<b>1 hour</b>

I certify that the above hours are correct and that the work was performed satisfactorily:

\_\_\_\_\_  
Student Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Time Sheets are due by 5 pm on Thursdays in the Financial Aid Office.