

FEDERAL WORK STUDY TIMESHEET SAMPLE

ATTENTION FWS STUDENT: Timesheets must be submitted according to the schedule provided by the F. A. Office at TJSL. Timesheets are due by 10am on due date. Items with * must be complete and have all required signatures in order for your timesheet to be processed.

*Student Name: J u a n a B. R i c h *TJSL Student ID #: 1 2 3 4 5
 *Position Title & Dept.: Law Clerk
 *School/Agency Name: San Diego Agency
 *School/Agency Address: 12345 Main St *City: San Diego *State: CA *Zip: 12345

*For the Pay Period Beginning: 11 / 28 / 09 and Ending: 12 / 11 / 09
Month Day Year Month Day Year

Day	Date	Time In	Time Out	Time In	Time Out	Hours Worked	*Supervisor's Initials
Saturday	11/28	8:00 am	12:15pm	12:45pm	3:30pm	7.0	Need initials
Sunday	11/29						
Monday	11/30	9:15am	10:30am	11:30am	2:45pm	4.5	Need initials
Tuesday	12/1						
Wednesday	12/2			3:00pm	7:30pm	4.5	Need initials
Thursday	12/3						
Friday	12/4						
Saturday	12/5	12:00pm	6:00pm	6:30pm	8:30pm	8.0	Need initials
Sunday	12/6						
Monday	12/7	1:00pm	2:15pm			1.25	Need initials
Tuesday	12/8	9:00am	9:45am			.75	Need initials
Wednesday	12/9			7:15pm	7:30pm	.25	Need initials
Thursday	12/10						
Friday	12/11						
<i>Total hours worked for the pay period:</i>						26.25	
<i>Hourly Pay rate:</i>						\$12.00	
<i>Gross Earnings:</i>						\$315.00	

I hereby certify that this is a true and correct statement of the hours worked and that the work performed was in accordance with the Federal Work Study (FWS) policy as stated in the FWS Handbook and Student Packet.

*Student Signature: _____ *Date: _____

*Supervisor's Signature: Need your signature or timesheet will not be processed for student *Date: _____

FINANCIAL ASSISTANCE OFFICE USE ONLY

Regular: _____ Non-pay: _____ Other: _____ Total: _____ Approval: _____ Date: _____

