

Federal Work Study

Do's and Don'ts

Do:

- Turn in your timesheet before or by 10am on scheduled due date.
- Complete your timesheet with correct pay periods and have required signatures.
- Report work hours with the time of day (i.e. 8am, 8pm)
- Write legibly and in blue or black ink only.
- Take a half hour lunch break if you work more than 6 hours.
- Review your FWS spreadsheet every pay period to track your current balance.
- Review the current Payroll Schedule or emails from the Financial Aid Office and keep an eye on early due dates.
- Report work hours on correct pay periods.

Don't:

- Work in excess of 8 hours in one day.
- Work in excess of 40 hours in any one work week.
- Work 7 days in a row in any one work week.
- Obtain an unauthorized agency signer for your timesheet.
- Turn in a timesheet if you have not been activated to work thru the program or if you have exhausted your award.
- Combine more than one pay period on a timesheet.

My signature below certifies that I have read, understood and agree to the above statements.

Signature: _____ Date: _____