



RETURN TO:

Office of Financial Aid & Scholarships
 Cal Poly Pomona
 3801 W. Temple Ave.
 Pomona, CA 91768-4008
 (909) 869-3700 Phone
 (909) 869-4757 FAX

America Reads/America Counts: _____ On-Campus Off-Campus

*Department: _____

*Position Number: _____

*Pay Period: _____

FEDERAL WORK STUDY – TIMESHEET

Please complete ALL sections of this form, otherwise the timesheet will NOT be processed. A delay in your paycheck may occur up to three weeks

*Student Name (Last Name, First Name)						*Bronco Number			*Pay Rate		*Temporary Hourly Rate		*Total Hours		*Total Pay	
Date	Whole Hours	Tenths	Date	Whole Hours	Tenths	Date	Whole Hours	Tenths	Date	Whole Hours	Tenths	Date	Whole Hours	Tenths		
30			6			13			20			27				
31			7			14			21			28				
1			8			15			22			29				
2			9			16			23			30				
3			10			17			24			31				
4			11			18			25			1				
5			12			19			26							
Instructions				Conversion Chart		*Student Signature					*Supervisor Signature					
STUDENTS <ul style="list-style-type: none"> • Print in blue or black ink only. • Do NOT add dates to the timesheet. • Report hours worked in whole hours and tenths of an hour. SUPERVISORS <ul style="list-style-type: none"> • Print in blue or black ink only. • Complete all sections of this timesheet. • Submit completed timesheets to the Office of Financial Aid & Scholarships. • The Office of Financial Aid & Scholarships will submit FWS hours to payroll. 				<u>Minutes</u>	<u>Tenths</u>	I certify that I have worked the number of hours indicated above, I am enrolled at least half-time, and that I am eligible to be paid as a FWS student. _____ <i>Student Signature</i> _____ <i>Date</i>					I certify that this student meets the eligibility requirement for employment as a FWS student, and that he or she worked the number of hours indicated above. _____ <i>Supervisor's Signature</i> _____ <i>Date</i> Account/Budget Number: _____ <i>For CPP Foundation ONLY- Time Sheet will NOT be processed without Account/Budget Number.</i>					
				1-6	.1											
	7-12	.2														
	13-18	.3														
	19-24	.4														
	25-30	.5														
	31-36	.6														
	37-42	.7														
	43-48	.8														
	49-54	.9														
	55-60	1.0														

*Temporary Hourly Rate is for this pay period only
 Visit us online at www.csupomona.edu/~financial-aid