2011-12 STUDENT WORK TIME SHEET

Academic Year July 1, 2011– June 30, 2012

______________________________ (Student's Name--Please Print!)

______________________________ (Student's Signature)

SS#: XXX-XX-________

CLASS SCHEDULE (Enter scheduled class hours here or attach a current printed schedule)

Monday	Tuesday	Wednesday	Thursday	Friday

Federal regulations prohibit students from working during scheduled class time, even if the class is cancelled or dismisses early.

DATE	CLOCK TIME	DAILY TOTAL	WORK DESCRIPTION

(cont'd. on back page)

TOTAL PAGE 1 __________

Enter partial hours as follows: 15 min. = .25, 30 min. = .5, 45 min. = .75

9/12	2:00-4:45	2.75	Filing

(Example)

TOTAL PAGE 2 _____

TOTAL HOURS _____

(Supervisor's Signature)	**(Department)**	**(Date)**

STUDENTS

It is the student's responsibility to turn time sheets in early to their supervisor. If time sheets are received in the Financial Aid Office late, they will be held until the next pay period. Checks may be picked up at the Switchboard. Purposeful falsification may result in the termination from your job and/or suspension from school. Please refer to the Work Study Handbook for additional information.

SUPERVISORS

Time sheets must be checked for accuracy, totaled and brought to the Financial Aid Office by the supervisor. Your signature on this form indicates that the hours reported are accurate and that all work was performed in a satisfactory manner. Please refer to the Work Study Supervisor's Handbook for additional information and regulations.