

**1**

Month: SEPTEMBER

**INCORRECT**

**CORRECT**

	Date	Time IN	Time OUT	Hours Worked		Date	Time IN	Time OUT	Hours Worked
<b>3</b>	9/5/22	1:00	4:50	3 hours 50 min		9/5/22	1:00	5:00	4
<b>4</b>	9/24/22	10:00	5:00	7		9/24/22	10:00	2:00	4
							2:30	5:00	2.5
<b>5</b>									

Please record time worked to the closest 15-minute increments, rounding up or down as necessary. *For example*, if you time IN was 12:10pm, you would mark 12:15 and if your time OUT was 3:35pm, you would mark 3:30, your total hours worked would be 3.25 hours (3 hours and 15 minutes).

**Student Worker Acknowledgement**

**6**

I hereby certify that this time sheet is a true reflection of the hours I have worked for the department indicated.

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student ID

**Supervisor Acknowledgement**

**7**

I hereby certify that this time sheet is a true reflection of the hours worked by this student, and that the above student has performed duties in a satisfactory manner.

\_\_\_\_\_  
Department

**8**

\_\_\_\_\_  
Student's Work-Study Title

\_\_\_\_\_  
Total Hours Worked

\_\_\_\_\_  
Supervisor's Name (please print)

**9**

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

- When completing your time sheet, only record hours worked for **ONE** month per time sheet. Time sheet(s) **MUST** be turned in monthly by the monthly due date. *Contact the Financial Aid Office **immediately** if you are unable to turn your monthly time sheet by the monthly due date.*
- If more room is needed, attach another time sheet.
- Round** to the nearest 15 minute mark when recording Time IN and Time OUT.
- Students **MUST** take a ½ hour break if working 5 hours straight. If you are going to be working 5 hours or more you **MUST** show that you took a ½ break on your time sheet.
- Please "**X**" out all slots not used before having your supervisor sign.
- Print legibly, sign, and include your student id your time sheet.
- Submit your time sheet to your supervisor for approval and signature.
- Supervisors record the Department the work was performed for, the student's work-study position title (*NOT TASK PERFORMED*), and Total hours the supervisor has verified that the student worked for the month.
- Supervisors Print legibly and sign/date your work-study student's timesheet, return signed timesheet to them.
- Students turn your completed and signed time sheet to the Student Service Center by the monthly due date.