

FEDERAL WORK-STUDY TIME SHEET

Name \_\_\_\_\_

MONTH OF \_\_\_\_\_

ID # \_\_\_\_\_

Pay Period \_\_\_\_\_ thru \_\_\_\_\_

Agency or Department \_\_\_\_\_

The 2019-2020 Federal Work-Study time reports are due in the Placement Office by the following dates:

**\*\*Circle appropriate date(s) you work (i.e. if you work the 3rd, circle the 3.)**

FWS Cutoff Dates

- July 15, 2019
- July 31, 2019
- August 15, 2019
- August 31, 2019
- September 15, 2019
- September 30, 2019
- October 15, 2019
- October 31, 2019
- November 15, 2019
- November 30, 2019
- December 15, 2019
- December 31, 2019
- January 15, 2020
- January 31, 2020
- February 15, 2020
- February 28, 2020
- March 15, 2020
- March 31, 2020
- April 15, 2020
- April 30, 2020
- May 15, 2020
- May 31, 2020
- June 15, 2020
- June 30, 2020

**Date	Begin	End	Begin	End	Begin	End	# of Hours	*Initials
1 / 16								
2 / 17								
3 / 18								
4 / 19								
5 / 20								
6 / 21								
7 / 22								
8 / 23								
9 / 24								
10 / 25								
11 / 26								
12 / 27								
13 / 28								
14 / 29								
15 / 30								
/ 31								

TOTAL HOURS \_\_\_\_\_

Checks will be mailed or direct deposited on the 15th and the last day of the month unless these days fall on the weekend, then checks will be mailed or direct deposited on the Friday before the 15th and last working day of the month.

**\*Please note that work performed before 7:30 a.m. or after 5:00 p.m., on legal holidays or days outside the normal work-week (i.e. in-service days), requires the immediate site supervisor's initials next to the hours reported.**

**All timesheets must be turned in to the Work-Study Office by the Supervisor**

Students are prohibited from earning over their FWS award. Students and their Supervisors are responsible for monitoring FWS earnings to ensure over awards do not result. FWS employees can not be paid for hours worked prior to their award dates through FWS funds.

**NOTE:** It is recommended that the work performance of FWS students be evaluated at regular intervals this helps the students know how they are performing and provides them experience for future job evaluations.

We hereby certify that this is a true and complete record of the time worked during the dates indicated and the work was done in a satisfactory manner.

Employee \_\_\_\_\_ Site Supervisor \_\_\_\_\_