



FEDERAL WORK-STUDY TIMESHEET

Name _____ SSN _____
 Employer/Office _____ Pay Period _____

	Day	Date	Time In	Lunch	Time Out	Total Hours	Students Initials	Administrators Initials
WEEK 1	Thursday							
	Friday							
	Saturday							
	Sunday							
	Monday							
	Tuesday							
	Wednesday							
Total Hours Worked Week 1								

	Day	Date	Time In	Lunch	Time Out	Total Hours	Students Initials	Administrators Initials
WEEK 2	Thursday							
	Friday							
	Saturday							
	Sunday							
	Monday							
	Tuesday							
	Wednesday							
Total Hours Worked Week 2								
Total Hours Worked This Pay Period								

Note: Full-time students may not exceed 20 hours per week while school is in session. An
 Students must take at least on half hour break during each shift that exceeds more than 5
 consecutive hours.

STUDENT'S SIGNATURE _____ DATE _____
 SUPERVISOR'S NAME (PLEASE PRINT) _____
 SUPERVISOR'S SIGNATURE _____ DATE _____

TIME SHEETS ARE DUE AT **NOON** ON THURSDAY AT THE CLOSE OF THE PAY PERIOD.
 FAILURE TO SUBMIT TIMESHEETS IN A TIMELY MANNER MAY RESULT IN A DELAY OR
 FORFEITURE OF YOUR WAGES.