

WORK-STUDY TIMESHEETS

Work-Study Student:

- **Always use ink** (timesheets are a legal document)
- Do not use white-out
- Try not to make mistakes, keep timesheets as neat as possible.
 - All corrections **must be** initialed by both student and supervisor
- Fill in date worked and **total #** of hours worked for each day
 - **Round** time to the nearest quarter hour (i.e. $\frac{1}{4}$ $\frac{1}{2}$ $\frac{3}{4}$ or .25, .50, .75)
(DO NOT RECORD MINUTES - 1 HOUR 10 MINUTES = 1.25, etc)
- Write description of work performed
- Sign timesheet **in ink** before turning into your supervisor
 - Do not total hours

Supervisor:

- **Verify** hours worked
- **Initial** all corrections
- **Make sure** timesheets are **completed accurately** and **signed in INK**
- **Make sure** timesheets are **legible** and include **Student's ID #**
- **Total hours** for each week and total for month
- **Sign timesheet in ink**
- Turn timesheets into the Human Resource office **by the due date**

According to federal regulations, students are not to have timesheets in their possession once they have been signed by their supervisor

- Work-study timesheets are due on the same dates as regular part-time employees

2009 Calendar Year

| | <u>Month</u> | <u>Due Date</u> | <u>Pay Date</u> |
|---------------------|--------------|-----------------|-----------------|
| | January | 01/12/09 | 01/23/09 |
| | February | 02/12/09 | 02/25/09 |
| | March | 03/13/09 | 03/25/09 |
| | April | 04/14/09 | 04/24/09 |
| | May | 05/12/09 | 05/22/09 |
| | June | 06/15/09 | 06/25/09 |
| June 14-30 EOY 2009 | June | 06/30/09 | 07/24/09 |
| | July | 07/14/09 | 07/24/09 |
| | August | 08/13/09 | 08/25/09 |
| | September | 09/15/09 | 09/25/09 |
| | October | 10/13/09 | 10/23/09 |
| | * November | 11/12/09 | 11/24/09 |
| | * December | 12/07/09 | 12/16/09 |

* Early pay dates due to Thanksgiving and Christmas Break

Work-study timesheets are to be turned into the *Human Resource Office TAB 123*