

## WORK-STUDY TIMESHEETS

### Work-Study Student:

- **Always use ink** (timesheets are a legal document)
- **Include Student's ID # and Legal Name as written on SS Card**
- 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 # 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 to calculate grand total hours)

### Supervisor:

- **Verify** hours worked
- **Initial** all corrections
- **Make sure** timesheets are **completed accurately** and **signed in INK**
- **Make sure** timesheets are **legible**
- **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

### 2016 Calendar Year

<u>Month</u>	<u>Due Date</u>	<u>Pay Date</u>
January	01/12/16	01/25/16
February	02/12/16	02/25/16
March	03/15/16	03/25/16
April	04/13/16	04/25/16
May	05/13/16	05/25/16
June	06/14/16	06/25/16
June 15-30 EOY 2016 July	07/01/16	07/25/16
July	07/13/16	07/25/16
August	08/15/16	08/25/16
September	09/13/16	09/23/16
October	10/13/16	10/25/16
* November	11/09/16	*11/22/16
* December	12/06/16	*12/14/16

\* Early pay dates due to Thanksgiving and Christmas Break

Work-study timesheets are to be turned into the *Human Resource Office TAB 133*