

# WORK-STUDY TIMESHEET

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Student ID #: \_\_\_\_\_

**It is the responsibility of the supervisor to turn in the timesheet to the Administration and Finance Office, Room 401 of Marshall Hall. Timesheets are due on the 1<sup>st</sup> and the 16<sup>th</sup> of each month. A late timesheet will be paid in the next payment cycle. Federal regulations require that you log the beginning and the end of every work period and total your hours for the day.**

\_\_\_\_\_  
Month

Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	Total
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

**Total Hours Worked for Time Period** \_\_\_\_\_

**Supervisor's Certification:**

I have reviewed this timesheet. Work was performed as indicated and was:

\_\_\_ Satisfactory    \_\_\_ Unsatisfactory

I confirm I worked the hours indicated above.

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

\_\_\_\_\_  
Date

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

# WORK-STUDY TIMESHEET

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\_\_\_\_\_  
Month

Date	Time In	Time Out	Time In	Time Out	Time In	Time Out	Total
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

**Total Hours Worked for Time Period** \_\_\_\_\_

**Supervisor's Certification:**

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I confirm I worked the hours indicated above.

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

\_\_\_\_\_  
Date

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