

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

2017 Calendar Year

<u>Month</u>	<u>Due Date</u>	<u>Pay Date</u>
January	01/13/17	01/25/17
February	02/14/17	02/24/17
March	03/14/17	03/24/17
April	04/13/17	04/25/17
May	05/15/17	05/25/17
June	06/13/17	06/23/17
June 15-30 EOY 2017 July	07/03/17	07/25/17
July	07/13/17	07/25/17
August	08/15/17	08/25/17
September	09/13/17	09/25/17
October	10/13/17	10/25/17
* November	11/09/17	*11/21/17
* December	12/06/17	*12/13/17

* Early pay dates due to Thanksgiving and Christmas Break

Work-study timesheets are to be turned into the **PAYROLL Office TAB 123C**