

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

2019 Calendar Year

<u>Month</u>	<u>Due Date</u>	<u>Pay Date</u>
January	January 14	January 25
February	February 12	February 25
March	March 13	March 25
April	April 15	April 25
May	May 14	May 24
June	June 13	June 25
June 15-30 th EOY 2018	July 1	July 25
July	July 15	July 25
August	August 13	August 23
September	September 13	September 25
October	October 15	October 25
November	November 13	November 25
December	December 6	*December 18

* Early pay dates due to Thanksgiving and Christmas Break

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