



Federal Work-Study Time & D U G

Name _____ Pay Period (see schedule) _____/_____/_____ to _____/_____/_____

Student ID number _____ Employer _____

Date	In	Out	In	Out	Daily Hours
1					
2					
3					
4					
5					
6					
7					
8					
9					
0					
1					
2					
3					
4					
5					
6					

Date	In	Out	In	Out	Daily Hours
7					
8					
9					
0					
1					

Total Hours Worked

Use one time sheet per pay period. Students may not work more than 20 hours per week. If you work six or more hours you are required to take a minimum thirty minute unpaid lunch break. Incomplete time F D U G V will not be processed. All documents must be received prior to first pay period. Late time F D U G V will be processed with the next available pay period.

Student employee: by signing this time F D U G you certify that you have worked the hours indicated and that you meet all FWS requirements, including at least half-time enrollment and Satisfactory Academic Progress.

Supervisor: by signing this time F D U G you certify that the student listed satisfactorily worked the hours indicated above and has earned the amount being paid.

Student's Signature _____ Date _____

Supervisor's Signature _____ Date _____