

COLLEGE WORK-STUDY

Time sheet for payroll ended _____

Name: _____ Social Security # or K #: _____

Department: _____ Budget Code: _____

Month _____ Year _____

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
1	2	3	4	5	6	7	= _____ hrs
8	9	10	11	12	13	14	= _____ hrs
15	16	17	18	19	20	21	= _____ hrs
22	23	24	25	26	27	28	= _____ hrs
29	30	31					= _____ hrs

Totals

	Totals for month
	Hourly wage
	Total wages

I certify that this is a true and correct record of the actual time worked by me during the period ending _____.

Student signature: _____ Approved by: _____

College Work-Study time sheets are due the last working day of the month and should be turned in to the Accounting Services department, 2nd floor Kirkwood Hall.

The time sheet **MUST** be signed by both the student and the supervisor before being turned in.