2018-2019 Wesley College Federal Workstudy Timesheet

(Please print clearly! Use blue or black ink only)

Name: _____ Student ID#: _____

Supervisor: _____ Dept.: _____

Time sheets must be turned in to the **Student Financial Aid Office** no later than the **day after the pay period has ended.** Any time sheets turned in after that day, or not completely filled out &/or signed by both employee & supervisor will **NOT** be processed until the proper corrections are made. Depending on the pay period, checks or paystubs will be available on the 15th or the last day of the month in the mailroom. Please call Howard Flamm at 736-2417 with your questions.

Record time periods of less than an hour in ¼ hour increments in decimal form only.
15 minutes = .25; 30 minutes = .50; 45 minutes = .75;

Example: start/ 1:00pm – end/ 2:15pm = 1.25

MONTH: _____/ Pay Period- 1st-15th ❑/16th- Last day ❑/ Full Month ❑

Date	Start	End	Hours		Date	Start	End	Hours

Total Hours: _____

Employee's
Signature: _____ Date: _____

Supervisor's
Signature: _____ Date: _____

We both certify the above hours were worked satisfactorily & are correct.

Note to Supervisor & Student:
Each person should make & keep a copy of the completed timesheet for your records.