

**AVERETT UNIVERSITY**  
**Federal Work-Study Time Sheet**

**Student Name** \_\_\_\_\_ **From** \_\_\_\_\_ **To** \_\_\_\_\_  
**Student ID#** \_\_\_\_\_ **Payroll** \_\_\_\_\_  
**Department#** \_\_\_\_\_

	DATE	MORNING		AFTERNOON		HOURS WORKED	WEEKLY TOTAL
		TIME IN	TIME OUT	TIME IN	TIME OUT		
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Monday							
Tuesday							
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Wednesday							
Thursday							
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Saturday							
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
<b>CUMULATIVE TOTAL</b>							

I certify that (student's name) \_\_\_\_\_  
has not worked during any scheduled classes and this is a true reflection of actual hours worked.

**PLEASE CIRCLE YOUR DEPARTMENT**

- 5103 Educational & Peer Tutoring
- 5105 Business Administration Dept
- 5107 Aviation
- 5111 History
- 5113 Psychology
- 5115 Sociology
- 5117 Biology
- 5119 Chemistry
- 5121 Mathematics
- 5125 Computer Science & Statistics Lab
- 5127 Physical Education (GYM)
- 5131 Art
- 5133 Theater Arts
- 5136 English
- 5139 French & Spanish
- 5141 Music
- 5145 Religion
- 5165 Graduate Education
- 5180 AACE
- 5188 Continuing Education
- 5425 Equestrian Studies
- 5501 Inter-Collegiate Athletics
- 5502 Intramural Sports
- 5551 Retention
- 5320 Community Service
- 5403 Fitness Center
- 5409 Reading Center
- 5415 Library
- 5417 Frith Open Access Lab
- 5550 Admissions
- 5553 Career Planning
- 5557 Dean of student Development
- 5559 Student Organization & Activities
- 5561 Financial Aid
- 5563 Academic Records
- 5604 President's Office
- 5608 Institutional Research
- 5610 Dean's Office
- 5620 Business Office
- 5635 Administrative Computer Center
- 5637 Institutional Advancement Office - Administrative
- 5639 Institutional Advancement Office - Development
- 5641 Institutional Advancement Office - Alumni
- 5656 Postal Services
- 5706 Ground Maintenance-Switchboard
- 5704 Building Maintenance
- 6101 Resident Advisors-Resident Life
- 6103 Food Services
- 6105 Student Center
- 6108 Bookstore