

# AVERETT UNIVERSITY

## Federal Work-Study Time Sheet

Student Name \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Student ID# \_\_\_\_\_

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

Please turn over to sign.

# Averett University Federal Work Study

## Time Sheet Guidelines and Information

1. Time sheets may be obtained from Averett Central or online.
2. Time sheets must be filled out in its entirety. This includes printing your name, the month that you are currently working, your student ID number and total number of hours.
3. You must fill out your time sheet using **blue or black ink. Absolutely no pencils.**
4. The supervisor and student must sign a time sheet for each month worked. For each month worked, you must have a separate time sheet.
5. It is the **student's responsibility** to make sure that the time sheet is filled out correctly and turned into Averett Central on the due date. Please pay close attention to the pay schedule at the lower half of the page.
6. Late time sheets, missing signatures or incomplete timesheets may delay your pay an entire month.
7. Please do not hold time sheets from month to month.
8. You will be paid for the hours worked the following month on or around the 10<sup>th</sup>. No checks will be issued to Federal Work-Study students. All students must have Direct Deposit set up with Human Resources. All pay advice will be online.
9. Failure to not comply with the above guidelines may result in termination of your funds.

### Pay Schedule 2011-2012

<u>Last Day to Work</u>	<u>Due in Financial Office</u>	<u>Payment Date</u>
September 25, 2011	October 1, 2011	October 10, 2011
October 25, 2011	November 1, 2011	November 10, 2011
November 25, 2011	December 1, 2011	December 10, 2011
January 25, 2012	February 1, 2012	February 10, 2012
February 25, 2012	March 1, 2012	March 10, 2012
March 25, 2012	April 1, 2012	April 10, 2012
April 28, 2012	May 1, 2012	May 10, 2012

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

By signing this form, you, the student, have read and agree to the terms and guidelines of the Federal Work Study Program as outlined above.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_