



# Federal Work Study Weekly Time Report

Student ID/SSN \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Department \_\_\_\_\_ Supervisor Name \_\_\_\_\_ Campus \_\_\_\_\_

	Date	Time In	Break In/Out (if applicable)		Time Out	Hours Worked
Sunday	_____	_____	_____	_____	_____	_____
Monday	_____	_____	_____	_____	_____	_____
Tuesday	_____	_____	_____	_____	_____	_____
Wednesday	_____	_____	_____	_____	_____	_____
Thursday	_____	_____	_____	_____	_____	_____
Friday	_____	_____	_____	_____	_____	_____
Saturday	_____	_____	_____	_____	_____	_____
<b>Total Hours</b>						_____

- FWS Timesheets must be submitted to the Financial Aid Office by 12:00 pm Monday following the reported workweek
- WGTC payroll is calculated in 15 minute intervals, please indicate work and report times in 15 minute intervals
- FWS students working more than 5 hours in one day are encouraged to take a minimum 30 minute unpaid break which should be documented on timesheet
- FWS students are **NOT** allowed to work during his/her scheduled class time regardless of whether class is cancelled, dismissed early, or exams are being conducted. Students are not allowed to work even if student has withdrawn from the class
- Please check the WGTC website for observed holidays and/or closings No time should be reported on these days without prior administrative approval

**Note: Time Reports submitted without student and supervisor signatures will not be processed.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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