

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						
Total Hours						

- 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 Students are not allowed to work even if student has withdrawn from the class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 _____