

## **Federal Work Study Weekly Time Report**

Department  Date  Time In  Break In/Out (if applicable)  Time O  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Total Hou  FWS Timesheets must be submitted to the Financial Aid Office by 12:00 pm Monday following  WGTC payroll is calculated in 15 minute intervals, please indicate work and report times in 15  FWS students working more than 5 hours in one day are encouraged to take a minimum 30 min which should be documented on timesheet  FWS students are NOT allowed to work during his/her scheduled class time regardless of whet dismissed early, or exams are being conducted. Students are not allowed to work even if students class  Please check the WGTC website for observed holidays and/or closings No time should be repowithout prior administrative approval	t Hours Worke
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	nute intervals e unpaid break class is cancelled, has withdrawn from
Note: Time Reports submitted without student <u>and</u> supervisor signatures will not l	processed.
tudent Signature Date	

As set forth in its student catalog, West Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Equity (Title IX) coordinator is Dean of Students, 176 Murphy Campus Blvd, Waco, GA 30182. ADA (Section 504) coordinator is V.P. of Administrative Services, 401 Adamson Square, Carrollton, GA 30117. 678.664.0400