

# CENTRAL PIEDMONT COMMUNITY COLLEGE

## Federal Work-Study Timesheet

*This time report is an official document and signatures of the FWS employee and of the supervisor certify that all information is correct.*

NAME: \_\_\_\_\_ STUDENT ID NUMBER: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ MONTH: \_\_\_\_\_ YEAR : \_\_\_\_\_ PAY RATE \_\_\_\_\_

WEEK #1 (Day of Month)	DAY	IN	OUT	IN	OUT	TOTAL HOURS WORKED
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					

Reminder: You are only allowed to work up to 20 hours per week.  
Weekly Total: \_\_\_\_\_

Week #2 (Day of Month)	DAY	IN	OUT	IN	OUT	TOTAL HOURS WORKED
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					

Reminder: You are only allowed to work up to 20 hours per week.  
Weekly Total: \_\_\_\_\_

Week #3 (Day of Month)	DAY	IN	OUT	IN	OUT	TOTAL HOURS WORKED
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					

Reminder: You are only allowed to work up to 20 hours per week.  
Weekly Total: \_\_\_\_\_

Week #4 (Day of Month)	DAY	IN	OUT	IN	OUT	TOTAL HOURS WORKED
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					

Reminder: You are only allowed to work up to 20 hours per week.  
Weekly Total: \_\_\_\_\_

Week #5 (Day of Month)	DAY	IN	OUT	IN	OUT	TOTAL HOURS WORKED
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					

Reminder: You are only allowed to work up to 20 hours per week.  
Weekly Total: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

**MONTHLY  
TOTAL:** \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

## INSTRUCTIONS FOR FWS TIMESHEETS

Please make sure the timesheet is legible and written in ink.

**TOTAL HOURS WORKED** is the total time actually worked. This should be reported to the nearest quarter of an hour, half-hour, or hour. (*Federal Work-Study does not pay for lunch.*)

It is the student's responsibility to submit all work-study timesheets to the Financial Aid Office by the last working day of the month in order to receive payment on schedule. **TIMESHEETS MUST BE SIGNED BY THE SUPERVISOR AND FWS STUDENT.** Timesheets submitted after the last working day of the month may not be paid until the following month.

FWS pay date is the 15<sup>th</sup> of each month. If the 15<sup>th</sup> falls on a weekend, the pay date is the Friday before the 15<sup>th</sup>.