

## FEDERAL WORK STUDY TIMESHEET

This timesheet is to be used by Federal Work Study Students only. This timesheet is the official document of a student's hours worked for a bi-weekly pay period at Thomas Jefferson University.

STUDENT'S NAME \_\_\_\_\_ CAMPUS KEY \_\_\_\_\_ PAY PERIOD \_\_\_\_\_

JGSBS    JMC    JSHP

PAY PERIOD BEGIN DATE \_\_\_\_\_

JSN    JSP    JSPH

PAY PERIOD END DATE \_\_\_\_\_

WEEK ONE

WEEK TWO

DAY HOURS	DATE	TIME IN	LUNCH	TIME OUT	TOTAL	DAY	DATE	TIME IN	LUNCH	TIME OUT	TOTAL
SAT						SAT					
SUN						SUN					
MON						MON					
TUE						TUE					
WED						WED					
THU						THU					
FRI						FRI					

TOTAL HOURS WEEK ONE \_\_\_\_\_

TOTAL HOURS WEEK TWO \_\_\_\_\_

TOTAL HOURS THIS PAY PERIOD \_\_\_\_\_

In order to avoid exceeding your Federal Work-Study award, please keep track of the hours you work each pay period.

**NOTE:**

- Return this completed and approved timesheet to:      University Office of Student Financial Aid, Room G-1 College Building
- The Office of Student Financial Aid MUST receive the timesheet by 12:00 pm of the Thursday prior to payday or the student will not be paid for hours worked in that pay period. This is in accordance with the University's established pay schedule; see Federal Work Study Handbook page 12.
- Be sure to complete **ALL** items before submitting this timesheet to the University Office of Student Financial Aid. The timesheet **CANNOT** be given to the student after being signed by the supervisor unless the supervisor seals the timesheet in an envelope.
- **All Federal Work-Study students MUST take a 1-hour lunch for any shift over 5 hours.**
- Timesheets for students must show the hours the student worked in the correct time sequence as well as the total hours worked for each day.

*I hereby certify that the student listed above has performed satisfactorily for the pay period indicated. The hours are correct as listed and do not exceed limits on the Student Authorization Form.*

\_\_\_\_\_  
Supervisor's/Department Head's Signature

\_\_\_\_\_  
Campus Key

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Aid Office Coordinator Signature

\_\_\_\_\_  
Date