



2019-20 June/July/August Federal Work-Study Time Sheet

Name: _____

Student ID #: _____

FWS Position Title: _____

Pay Period Start/End Dates: _____

TIME SHEETS MUST BE SUBMITTED BY SUPERVISOR BEFORE 5:00 PM ON THE PUBLISHED DUE DATE TO: FWSPROGRAM@ABTECH.EDU. ALL FIELDS MUST BE APPROPRIATELY COMPLETED. LATE AND/OR INCOMPLETE TIME SHEETS WILL RESULT IN A DELAY OF PAYMENT.

Check the chart below for information on the pay periods and for when checks are mailed:

DAY	DATE	HOURS WORKED
Mon.		
Tues.		
Wed.		
Thurs.		
Fri.		

Total Week 1:

Mon.		
Tues.		
Wed.		
Thurs.		
Fri.		

Total Week 2:

Mon.		
Tues.		
Wed.		
Thurs.		
Fri.		

Total Week 3:

Mon.		
Tues.		
Wed.		
Thurs.		
Fri.		

Total Week 4:

Mon.		
Tues.		
Wed.		
Thurs.		
Fri.		

Total Week 5:

Total Hours Worked for the Pay Period: _____

FOR COMPLETION BY FINANCIAL AID OFFICE ONLY	
Total Hours Approved:	_____
Pay Rate per Hour:	_____
On-campus / Off-campus	
Total:	

PAY PERIOD	W-S TIME SHEETS DUE IN	PAY CHECK MAILED
June 10 – June 30	Monday, July 1, 2019	Wednesday, July 31, 2019
July 1 – July 11	Friday, July 12, 2019	Wednesday, July 31, 2019
July 12 – Aug. 12	Monday, Aug. 13, 2019	Friday, Aug. 31, 2019

I certify that all hours worked are recorded accurately, and that all dates and times are correct to **this** pay period. **Timesheets comprising hours from multiple pay periods will not be processed.** My student ID # is correct. I did not work on a day that I missed a class. This time sheet must be e-signed and dated by student, and submitted by supervisor.

Student e-Signature and Date

I certify that this is a true statement of hours worked by this student and that their work has been performed satisfactorily. **I certify that this student has not worked in excess of their total annual award amount (as stated on contract) during this pay period.** This time sheet must be e-signed, dated, and submitted by supervisor, **from supervisor's A-B Tech email address.**

Supervisor e-Signature and Date

Received by: _____

Date Submitted to FA Office: _____