



## 2019-20 Fall/Spring 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](mailto: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: \_\_\_\_\_

PAY PERIOD	W-S TIME SHEETS DUE IN	PAY CHECK MAILED
Aug. 13 – Sept. 12	Friday, Sept. 13, 2019	Monday, Sept. 30, 2019
Sept. 13 - Oct. 13	Monday, Oct. 14, 2019	Thursday, Oct. 31, 2019
Oct. 14 – Nov. 7	Friday, Nov. 8, 2019	Friday, Nov. 29, 2019
Nov. 8 – Dec. 5	Friday, Dec. 6, 2019	Friday, Dec. 20, 2019
Dec. 6 – Jan. 12	Monday, Jan. 13, 2020	Friday, Jan. 31, 2020
Jan. 13 – Feb. 10	Tuesday, Feb. 11, 2020	Friday, Feb. 28, 2020
Feb. 11 – Mar. 12	Friday, Mar. 13, 2020	Tuesday, Mar. 31, 2020
Mar. 13 – April 13	Tuesday, April 14, 2020	Thursday, April 30, 2020
April. 14 – May 5	Wednesday, May 6, 2020	Friday, May 29, 2020
May 6 – June 9	Wednesday, June 10, 2020	Tuesday, June 30, 2020

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.

**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:** \_\_\_\_\_

### 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: \_\_\_\_\_