



2016-17 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. 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. 12 – Sept. 13	Wednesday, Sept. 14, 2016	Friday, Sept. 30, 2016
Sept. 14 - Oct. 13	Friday, Oct. 14, 2016	Monday, Oct. 31, 2016
Oct. 14 – Nov. 10	Friday, Nov. 11, 2016	Wednesday, Nov. 30, 2016
Nov. 11 – Dec. 7	Thursday, Dec. 8, 2016	Thursday, Dec. 22, 2016
Dec. 8 – Jan. 12	Friday, Jan. 13, 2017	Tuesday, Jan. 31, 2017
Jan. 13 – Feb. 13	Tuesday, Feb. 14, 2017	Tuesday, Feb. 28, 2017
Feb. 14 – Mar. 13	Tuesday, Mar. 14, 2017	Friday, Mar. 31, 2017
Mar. 14 – April 11	Wednesday, April 12, 2017	Friday, April 28, 2017
April. 12 – May 9	Wednesday, May 10, 2017	Wednesday, May 31, 2017
May 10 – June 7	Thursday, June 8, 2017	Friday, June 30, 2017

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:	

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: _____