



2017-18 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. 14 – Sept. 12 | Wednesday, Sept. 13, 2017 | Friday, Sept. 29, 2017 |
| Sept. 13 - Oct. 12 | Friday, Oct. 13, 2017 | Tuesday, Oct. 31, 2017 |
| Oct. 13 – Nov. 7 | Wednesday, Nov. 8, 2016 | Thursday, Nov. 30, 2017 |
| Nov. 8 – Dec. 3 | Monday, Dec. 4, 2016 | Friday, Dec. 22, 2017 |
| Dec. 4 – Jan. 11 | Friday, Jan. 12, 2017 | Wednesday, Jan. 31, 2018 |
| Jan. 12 – Feb. 8 | Friday, Feb. 9, 2018 | Wednesday, Feb. 28, 2018 |
| Feb. 9 – Mar. 12 | Tuesday, Mar. 13, 2018 | Friday, Mar. 30, 2018 |
| Mar. 13 – April 12 | Friday, April 13, 2018 | Monday, April 30, 2018 |
| April. 13 – May 8 | Wednesday, May 9, 2018 | Thursday, May 31, 2018 |
| May 9 – June 7 | Friday, June 8, 2018 | Friday, June 29, 2018 |

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: _____