

STEPS TO COMPLETING TIME SHEETS FOR FEDERAL WORK STUDY AND COMMUNITY SERVICE EMPLOYEES

1. Department's name **must** appear on all time sheets.
2. All highlighted areas **must be** completed. Pay periods will always begin on the 21st of each month and end on the 20th of each month unless otherwise stated on the attached payroll schedule.
3. All departments **must** provide the telephone extension where the supervisor can be reached if there is a problem with the time sheet.
4. The supervisor **must** sign all time sheets. The signature of the supervisor verifies the accuracy of the information provided.
5. Time sheets must be mailed or hand delivered to the Department of Student Financial Aid (103 Young Hall), by the specified date on the attached payroll schedule.
6. Please review time sheet with your student employee(s).
7. Include the time(s) of day for each day that a student has worked, (i.e. 1:00 – 2:00)
8. Any student allowed to work over his/her allocated hours for the semester, **will not be** paid from federal workstudy funds. You **must** pay the student from other sources within your department.
9. Missing information and/or late time sheets **will not be** accepted and will cause a delay in the processing of paychecks.