



Work Study Time Sheets

Name (please print)		Type of Work		Week Ending	
		Lunch			
Date	Time In	Time Out	Time In	Time Out	# of Hours Worked
				Total Hours:	

Time sheets must be turned into the business office on a weekly basis. Time sheets must be filled out in **INK** and totaled. Actual Time In and Time Out must be on time sheet. You must complete all necessary paperwork before payment will be made.

I certify the the above hours are accurate.

Student Signature

Supervisor Signature

Form WS-10/06



Work Study Time Sheets

Name (please print)		Type of Work		Week Ending	
		Lunch			
Date	Time In	Time Out	Time In	Time Out	# of Hours Worked
				Total Hours:	

Time sheets must be turned into the business office on a weekly basis. Time sheets must be filled out in **INK** and totaled. Actual Time In and Time Out must be on time sheet. You must complete all necessary paperwork before payment will be made.

I certify the the above hours are accurate.

Student Signature

Supervisor Signature

Form WS-10/06