

## FEDERAL WORK STUDY TIMESHEET

This timesheet is to be used by Federal Work Study Students only. This timesheet is the official document of a student's hours worked for a bi-weekly pay period at Thomas Jefferson University.

STUDENT'S NAME \_\_\_\_\_

PAY PERIOD \_\_\_\_\_

PAY PERIOD BEGIN DATE \_\_\_\_\_

PAY PERIOD END DATE \_\_\_\_\_

JCGS \_\_\_\_\_ JMC \_\_\_\_\_ JSHP \_\_\_\_\_  
 JSN \_\_\_\_\_ JSP \_\_\_\_\_ JSPH \_\_\_\_\_

WEEK ONE

WEEK TWO

DAY HOURS	DATE	TIME IN	TIME OUT	TOTAL	DAY	DATE	TIME IN	TIME OUT	TOTAL
SAT					SAT				
SUN					SUN				
MON					MON				
TUE					TUE				
WED					WED				
THU					THU				
FRI					FRI				

TOTAL HOURS WEEK ONE \_\_\_\_\_

TOTAL HOURS WEEK TWO \_\_\_\_\_

TOTAL HOURS THIS PAY PERIOD \_\_\_\_\_

**NOTE:**

- Return this completed and approved timesheet to: University Office of Student Financial Aid  
Room G-1 College Building
- The office of Student Financial Aid **MUST** receive the timesheet by 12:00 pm of the Thursday prior to payday or the student will not be paid for hours worked in that pay period. This is in accordance with the University's established pay schedule, see Federal Work Study Handbook page 12.
- Be sure to complete **ALL** items before submitting this timesheet to the University Office of Student Financial Aid. The timesheet **CANNOT** be given to the student after being signed by the supervisor unless the supervisor seals the timesheet in an envelope.
- Timesheets for students must show the hours the student worked in the correct time sequence as well as the total hours worked for each day.

*I hereby certify that the student listed above has performed satisfactorily for the pay period indicated. The hours are correct as listed and do not exceed limits on the Student Authorization Form.*

\_\_\_\_\_  
Supervisor's/Department Head's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Aid Officer's Signature

\_\_\_\_\_  
Date