FROSTBURG STATE UNIVERSITY FEDERAL WORK-STUDY STUDENT TIMESHEET

PAY PERIOD ENDING DATE _____

STUDENT	NAME (LAST, FIRST)										· •
			DATE	DAY	IN	OUT	IN	OUT	IN	OUT	TOTAL HOURS
PAWS ID (EMPL ID)						001				001	
				WED				-			<u> </u>
DEPARTMENT PS NUMBER				THURS							ļ
 Please print clearly & complete in ink. Record time in tenths 6 minute 				FRI							
 Record time in tentils of minute segments (see chart). Timesheet must be hand-delivered by a staff employee to Payroll no later MINUTES HOU 1 to 6 .1 7 to 12 .2 13 to 18 .3 		MINUTES HOURS		SAT							
		13 to 18 .3		SUN							
than the day following the pay period19 to 24.4ending date5.531 to 36.6			MON								
 Any changes to time logged in/out must be initialed by the student and 37 to 42 43 to 48 .8 				TUES							
supervisor. 49 to 54 .9 ► All information must be completed and the timesheet must be signed by the 55 to 60 1 hr			TOTAL WEEK #1								
student a	and supervisor.			<u> </u>						1	TOTAL
Total Contract Hours:			DATE	DAY	IN	OUT	IN	OUT	IN	OUT	HOURS
Previous Hours Used: -				WED							ļ
				THURS							
Current Hours Used:				FRI							
Hours Balance: =				SAT							
VERIFIED:				SUN							<u> </u>
VERIFIED.	SUPERVISOR	DATE									<u> </u>
STUDENT'S				MON							<u> </u>
SIGNATURE:	STUDENT MUST SIGN	DATE		TUES							 '
	STUDENT MUST SIGN	DATE						TOTAL	NEEK #2	2	
APPROVED:			HOURL	HOURLY RATE \$				TWO WEEK TOTAL			
	DEPARTMENT HEAD SIGNA	TURE DATE									