

**CENTRAL PIEDMONT COMMUNITY COLLEGE
Federal Work-Study Timesheet**

This time report is an official document and signatures of the FWS employee and of the supervisor certify that all information is correct.

NAME: _____ SOCIAL SECURITY NUMBER: _____

DEPARTMENT: _____ MONTH: _____ YEAR : _____

WEEK #1 (Day of Month)	DAY	IN	OUT	IN	OUT	TOTAL HOURS WORKED
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					

Weekly Total: _____

Week #2 (Day of Month)	DAY	IN	OUT	IN	OUT	TOTAL HOURS WORKED
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					

Weekly Total: _____

Week #3 (Day of Month)	DAY	IN	OUT	IN	OUT	TOTAL HOURS WORKED
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					

Weekly Total: _____

Week #4 (Day of Month)	DAY	IN	OUT	IN	OUT	TOTAL HOURS WORKED
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					

Weekly Total: _____

Week #5 (Day of Month)	DAY	IN	OUT	IN	OUT	TOTAL HOURS WORKED
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					

Weekly Total: _____

EMPLOYEE'S SIGNATURE: _____

MONTHLY
TOTAL: _____

SUPERVISOR'S SIGNATURE: _____

INSTRUCTIONS FOR FWS TIMESHEETS

Please make sure the timesheet is legible and written in ink.

TOTAL HOURS WORKED is the total time actually worked. This should be reported to the nearest quarter of an hour, half-hour, or hour. (*Federal Work-Study does not pay for lunch.*)

It is the student's responsibility to submit all work-study timesheets to the Financial Aid Office by the last working day of the month in order to receive payment on schedule. **TIMESHEETS MUST BE SIGNED BY THE SUPERVISOR AND FWS STUDENT.** Timesheets submitted after the last working day of the month may not be paid until the following month.

FWS pay date is the 15th of each month. If the 15th falls on a weekend, the pay date is the Friday before the 15th.