# THE CITY UNIVERSITY OF NEW YORK
WORK-STUDY TIME SHEET

! PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE FILLING OUT THIS FORM

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<td>SOCIAL SECURITY NUMBER</td>
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Student's Name: ____________
Last ____________ First ____________

Agency Name/College Dept. (To be used for "on-campus position.")

Agency Address

Work Location

Work Address (if different)

Work Telephone Number

Supervisor's Name (Print)

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<th>Mon./Day</th>
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Total Hours for 1st Week >

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Total Hours for 2nd Week >

Total Hours >

RETURN COMPLETED TIME SHEET TO:

Financial Aid Office
Baruch College
151 E. 25th Street
New York, NY 10010

Pay Period Begin

Pay Period Ends

$ ______ Hourly Pay Rate

TIME SHEETS MUST BE MAILED

I certify that:
1. the record of hours worked, as submitted on this time sheet is correct;
2. the hours worked did not conflict with the student's schedule;
3. all work has been performed satisfactorily.
   ☐ yes ☐ no

Supervisor's signature

I certify that:
1. the record of hours worked, as submitted on this time sheet is correct;
2. the hours worked did not conflict with the student's schedule;

Student's signature

PLEASE WRITE COMMENTS ON STUDENT PERFORMANCE ON REVERSE SIDE OF FORM.
Instructions

Instructions to Supervisors:

1. Fill out time sheet daily.

2. Students can be paid only for those hours actually worked. Federal and State law prohibit any deviation from this regulation. An unpaid work break is mandatory if the student works more than five consecutive hours; one half hour is the minimum break allowed.

3. Draw a line through all days students did not work.

4. All entries must be made in ink; all changes in the time sheet must be initialed by the supervisor.

5. Certify the student's hours by signing your name in the space provided.

6. Indicate your evaluation of the student's work performance by checking the appropriate box (on front). If you checked no, a brief summary of what you found unsatisfactory should be given at the bottom of this page.

7. A student may work up to an average of twenty hours a week during the academic year unless you are notified otherwise by the student's college. During certain periods such as a summer vacation, students may be eligible to work more than twenty hours, with the permission of the college designee (FWS Coordinator or Financial Aid Director) and the supervisor.

8. Please give the student copy No. 3 of the time sheet for his/her records.

9. Retain copy No. 2 (for five [5] years) for your own records and mail copy No. 1 to the student's college. You will be notified if any changes are made on the time sheet. In the event of an audit these files may be requested.

10. You are responsible for making sure that students do not earn more than their FWS awards. Payment of any excess hours worked will be the responsibility of the department, office or off campus agency.

11. Payment is based on every ¼ hour worked. No payment will be made for less than 15 minutes worked.

Instructions to Students:

1. The sheets are for a two-week period in accordance with the schedule payroll periods. There is only one PAYROLL PERIOD PER SHEET. Do not split pay periods.

2. AN UNPAID WORK BREAK IS MANDATORY IF YOU WORK MORE THAN FIVE CONSECUTIVE HOURS; ONE-HALF HOUR IS THE MINIMUM BREAK ALLOWED.

3. Total hours for the day must include breaks, lunch or supper periods.

4. Students are responsible for making sure that they do not earn more than their FWS award.

A LATE, IMPROPERLY COMPLETE OR ILLEGIBLE TIME SHEET WILL SUBSTANTIALLY DELAY PAYMENT

Comments on this Student's Performance: