

COLLEGE of VISUAL ARTS

College Work-Study Time Sheet

Employee _____ Date Due _____

Job Title _____ Supervisor _____

Enter time in quarter hour increments (see example below).

For each 8-shift, you must take a 30 minute lunch break. You are not paid for the lunch break.

	Date	In	Out	In	Out	Daily Hrs/Mins	Weekly Hrs/Mins	Sup Initial
Week 1	8/3/2010	8:00 a.m.	12:15 p.m.	1:45 p.m.	5:15p.m.	7.75 hrs		
Week 2								
Week 3								
Week 4								
Total Monthly Hours								



I certify the hours worked are correct

Employee Signature _____

Supervisor Signature _____

Office Use Only
Pay/Hour \$ _____
Date _____
Total Pay _____

Time sheets must be signed by the employee and the Supervisor and turned in by the date posted by the financial aid office. If students are not signed up for auto pay, their pay checks will be available in the business office on the first business day of each month.