



Student Worker Monthly Time Sheet

***Time sheets must be completed in BLUE OR BLACK INK ONLY. If there are any scratch-outs/revisions/white-outs, they must be initialed by your supervisor in order for your time sheets to be valid!**

Student Name: _____ J Number: _____

Department: _____ Check One: Federal Work-Study () Institutional Work Program ()

Student Reminders:

-Time sheets must be submitted to the Financial Aid office by the 15th of each month in order to ensure you are paid on time.

-Time sheets should be submitted to the Financial Aid office in a sealed envelope.

-Incomplete time sheets will not be processed.

-Late time sheets may be processed with the next available pay period.

-Additional time sheets may be picked up in the Financial Aid office or printed from the JSCC Federal Work-Study page at <https://www.jsc.edu/financial-aid/types-of-aid/employment.html>.

Financial Aid Office Use Only

Total Hours Worked: _____

Rate/hour: _____

Amount Earned: _____

Charge to Acct. # _____

Pay Period:

____ / ____ / ____ to ____ / ____ / ____

Financial Aid Rep. Signature: _____

Month	Date	Day	Time In	Time Out	Time In	Time Out	Hours
	16						
	17						
	18						
	19						
	20						
	21						
	22						
	23						
	24						
	25						
	26						
	27						
	28						
	29						
	30						
	31						
Month	Date	Day	Time In	Time Out	Time In	Time Out	Hours
	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						
	9						
	10						
	11						
	12						
	13						
	14						
	15						
Total Monthly Hours							➔

Student Employee: by signing this timesheet, I certify that I have worked the hours indicated and that I meet all work-study requirements, including at least half-time enrollment and Satisfactory Academic Progress.

Student Signature: _____ Date: _____

Supervisor: by signing this timesheet, I certify that the student listed above has satisfactorily worked the hours indicated above, did not work during scheduled class time or scheduled athletic practices, and has earned the full amount being paid.

Supervisor Signature: _____ Date: _____

Example Monthly Time Sheet:

Month	Date	Day	Time In	Time Out	Time In	Time Out	Total Hrs.
Sept.	16	M	11:00	1:30	2:00	4:30	5.00
	17						
	18						
Sept.	19	Th	12:00	4:00			4.00
Sept.	20	F	9:00	12:30			3.50
	21						
	22						
	23						
Sept.	24	Tu	8:00	1:00	2:00	4:30	7.50
	25						
	26						
Sept.	27	F	8:30	12:30	1:00	4:00	7.00
	28						
	29						
Sept.	30	M	11:00	1:30	2:00	4:30	5.00
	31						
Month	Date	Day	Time In	Time Out	Time In	Time Out	Total Hrs.
	1						
	2						
Oct.	3	Th	12:00	4:00			4.00
Oct.	4	F	9:00	12:00			3.50
	5						
	6						
	7						
Oct.	8	Tu	8:00	1:00	2:00	4:30	7.50
	9						
	10						
Oct.	11	F	8:30	12:30	1:00	4:00	7.00
	12						
Oct.	13	M	11:00	1:30	2:00	4:30	5.00
	14						
	15						
Total Monthly Hours							59.00

Additional Monthly Reminders:

-Student workers it is your responsibility to monitor your total earnings and hours worked to ensure that you do not exceed your awarded amount.

-Student workers are required to take at least a 30-minute lunch break when working 6 or more consecutive hours.

-Student workers are entitled to a 15 minute "on the clock" break if at least 4 consecutive hours are worked. **This break should NOT be recorded as time-out and time-in on the time sheet.**

-Student workers may not work during scheduled class time.

-Athletes may not work during scheduled athletic practices.

-Student workers may not work on holidays when the college is closed.

-Student workers may not work on weekends without prior approval from the Financial Aid office.

-Supervisors are responsible for the accuracy of hours reported by the student worker(s) once the time sheet is signed.

-Student workers are responsible for reporting actual time in and time out for each day worked.

Hours should be rounded to the nearest tenth as follows:

- .1 Hour = 1 - 6 Minutes
- .2 Hour = 7 - 12 Minutes
- .3 Hour = 13 - 18 Minutes
- .4 Hour = 19 - 24 Minutes
- .5 Hour = 25 - 30 Minutes
- .6 Hour = 31 - 36 Minutes
- .7 Hour = 37 - 42 Minutes
- .8 Hour = 43 - 48 Minutes
- .9 Hour = 49 - 54 Minutes
- 1.0 Hour = 55 - 60 Minutes