

2009-2010 Brewton-Parker College

Work-Study Time Sheet

Federal _____ Institutional _____ Part-Time _____

Student: _____ SSN or ID# _____

Campus PO Box #: _____ Department: _____

First Working Day: _____ Last Working Day: _____ Time Sheets Due: _____

****Note: Times sheets not turned in by 5:00 p.m. on the due date will be held over until the next pay period.**

Week 1

	Date:	Time In	Time Out	Time In	Time Out	Time In	Time Out	Hrs Worked	Comments:
Thurs									
Fri									
Sat									
Sun									
Mon									
Tues									
Wed									
				Week 1 Hours:					

Week 2

	Date:	Time In	Time Out	Time In	Time Out	Time In	Time Out	Hrs Worked	Comments:
Thurs									
Fri									
Sat									
Sun									
Mon									
Tues									
Wed									
				Week 2 Hours:					

If you purposely give false or misleading information on this report, you may receive a \$10,000 fine, a prison sentence or both.

STUDENT: I certify by my signature that I have worked the number of hours reported on this timesheet with the above stated department.

Student's Signature Date

SUPERVISOR: I certify by my signature that I verified the work of the above stated student for the number of hours reported and that he/she performed the work to my satisfaction:

Supervisor Signature Date

BUSINESS OFFICE USE ONLY: Checked by: _____ / _____

Total Hours: _____ Amount:\$ _____

PAID
Date: _____
Pay Run: _____