



## 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 15<sup>th</sup> 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>.

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							
<b>Total Monthly Hours</b>							➔	

**Financial Aid Office Use Only**

Total Hours Worked: \_\_\_\_\_

Rate/hour: \_\_\_\_\_

Amount Earned: \_\_\_\_\_

Charge to Acct. # \_\_\_\_\_

Pay Period:  
 \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Financial Aid Rep. Signature:  
 \_\_\_\_\_

**Student Employee:** by signing this timesheet, I certify that I have worked the hours indicated and that I meet all student employment 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						
<b>Total Monthly Hours</b>							<b>59.00</b>

### 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