

(FWS) STUDENT ASSISTANT TIME SHEET

- A completed FWS Student Assistant Time Sheet shall be submitted to your immediate supervisor at the end of the last day worked of the pay period on or before the 15th of each month (unless otherwise notified by supervisor.) The Time Sheet must be completed with all information requested and signed by the student. **Incomplete Time Sheets** will be **returned** to the originator or supervisor and payment of earned **salary may be delayed one month**.
- Student Assistants, including FWS, may work no more than: eight (8) hours per day and no more than twenty (20) hours per week. Students may be employed by several on-campus offices concurrently; however, they may not exceed the maximum number of hours (20) allowed per week. If a Student Assistant works more than six (6) consecutive hours in one day they must take at least thirty (30) minute unpaid lunch break.
- Time Sheets that do not contain the following information will be returned to your department supervisor/administrator. Payment may be delayed until the next pay period or longer -- depending on the nature of the circumstances (i.e., incomplete, late).

Complete the following:

- Your Legal Name (Last name, First)
 - W#
 - Pay Period You Worked
 - Division/Department
 - Day of the Week by the Appropriate Date (Mon, Tue, Wed, Thurs, Fri)
 - Total Number of Daily Hours Worked – never more than 8 hours per day
 - Total Number of Hours Worked for the Pay Period
 - Your Supervisor will supply the information needed for Fund/Organization/Account/Program
 - Your Signature and the Date You Sign the Time Sheet
 - Your Supervisor's initials
 - Department Administrator's Signature the Date They Sign the Time Sheet
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- Your department supervisor/administrator will review your Time Sheet before signing. They will make sure it is complete and accurate.
 - Paychecks are typically issued on the last business day of the month.