



Claremont Graduate University Federal Work-Study Time Sheet

NOTE: Late submission of timesheets will not be accepted per Payroll and TCCS policy.

After downloading this fillable form, use Adobe Acrobat Reader DC to fill and eventually sign the completed time sheet.
Download at <https://get.adobe.com/reader/>

<i>Office Use Only</i>	
Employee ID _____	Date _____
Acct # _____	
Hours: Regular _____	Rate _____
Authorized by _____	

Name _____

Pay Period (see schedule) ____/____/____ to ____/____/____

Student ID number _____

Employer _____

Date	In	Out	In	Out	Daily Hours
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

Date	In	Out	In	Out	Daily Hours
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					

Total Hours Worked

Use one time sheet per pay period. Students may not work more than 20 hours per week. If you work six or more hours you are required to take a minimum thirty minute unpaid lunch break. Incomplete timesheets will not be processed. All documents must be received prior to first pay period.

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

Supervisor: by signing this timesheet, you certify that the student listed above has satisfactorily worked the hours indicated above and has earned the amount being paid.

Student's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Submit completed timesheets to the Financial Aid Office
(Instructions on how to sign electronically: helpx.adobe.com/reader/using/sign-pdfs.html)