



CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Federal Work-Study Timesheet  On-Campus  Off-Campus

Revised May 2006

\*Department \_\_\_\_\_ \*Position Number \_\_\_\_\_ \*Pay Period \_\_\_\_\_

\*\*\*Please complete ALL sections of this form, otherwise timesheet will NOT be processed. A delay in your pay check may occur up to three weeks.\*\*\*

*Student Name <i>(Last Name, First Name)</i>						*Bronco Number		*Pay Rate		*Total Hours			*Total Pay	
Date	Whole Hours	Tenths	Date	Whole Hours	Tenths	Date	Whole Hours	Tenths	Date	Whole Hours	Tenths	Date	Whole Hours	Tenths
1			8			15			22			29		
2			9			16			23			30		
3			10			17			24			31		
4			11			18			25			1		
5			12			19			26					
6			13			20			27					
7			14			21			28					
Instructions				Conversion Chart		*Student Signature				*Supervisor Signature				
<b>STUDENTS</b> <ul style="list-style-type: none"> <li>• <u>Print in blue or black ink only.</u></li> <li>• Do NOT add dates to the timesheet.</li> <li>• Report hours worked in whole hours tenths.</li> </ul> <b>SUPERVISORS</b> <ul style="list-style-type: none"> <li>• <u>Print in blue or black ink only.</u></li> <li>• Complete all sections of this timesheet.</li> <li>• Submit completed timesheets to the Financial Aid Office.</li> <li>• The Financial Aid Office will submit FWS hours to payroll.</li> </ul>				<u>Minutes</u>	<u>Tenths</u>	I certify that I have worked the number of hours indicated above and I am enrolled at least half-time, and that I am eligible to be paid as a FWS student.  _____ <i>Student Signature</i>  _____ <i>Date</i>				I certify that this student meets the eligibility requirement for employment as a FWS student, and that he or she worked the number of hours indicated above.  _____ <i>Supervisor's Signature</i>  _____ <i>Date</i>  <b>Account/Budget Number:</b> _____ <i>For CPP Foundations ONLY- Time Sheet will NOT be processed without Account/Budget Number.</i>				
				1-6	.1									
				7-12	.2									
				13-18	.3									
				19-24	.4									
				25-30	.5									
				31-36	.6									
				37-42	.7									
				43-48	.8									
49-54	.9													
55-60	1.0													