



UNIVERSITY OF ARKANSAS
PULASKI TECHNICAL COLLEGE

2017 – 2018 Work-Study Timesheet

Student's Name: _____ Student ID: _____

Payroll Period Beginning: _____ Ending _____

Department: _____

Employees must take at least a 30 minute break during any shift over 6 hours. Use black or dark blue ink.
Enter the actual times in and out shown at the nearest quarter hour (8:00, 8:15, 8:30 or 8:45).

DAY OF THE WEEK	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL HOURS
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Total hours worked for the week _____

DAY OF THE WEEK	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL HOURS
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Reminder: Working more than your allotted hours can jeopardize your eligibility.

Total hours worked for the week _____

Total hours for the pay period _____

We hereby certify that this time sheet is a true statement of the hours worked. We understand the work study processing procedures and understand the consequences of not following them can result in a delay of the student receiving a paycheck.

Work Study employees are not allowed to work when they are scheduled to be in class and/or participating in extracurricular activities.

Student's Signature _____

Date _____

Supervisor's Printed Name _____

Supervisor's Signature _____

Date _____