

Routing:

- 1. Employee's signature
- 2. Supervisor's signature
- 3. Head of department signature
- 4. WU Financial Aid Office
- 5. WU Payroll Office

Washburn University

Topeka, Kansas

Payroll Time Report for Federal Work-Study Program

1964 Economic Opportunity Act

Employee Name _____
(As it appears on Social Security Card)

WIN _____

We certify that the following is an accurate statement of time worked each day to the closest ONE-TENTH HOUR, that hours of work have been maintained daily by the supervisor of the employed student, that the hours below have not previously been submitted and the student has not been paid for the same, that the cumulative earnings do not exceed the employment contract, and that the work performed was in conformity with the employment contract. The work week for the University commences at 12:01am Sunday and ends midnight the following Saturday. **By Board of Regents action, no student can work more than 40 hours in any work week; University policy prohibits more than 20 hours in a work week while classes are in session.** Time sheets are due in the FINANCIAL AID OFFICE by 5:00pm on the Monday following the end of the work period.

FOR THE TWO WEEK PERIOD OF

First Week of Period		
	Date	Hours
Sun.		
Mon.		
Tue.		
Wed.		
Thurs.		
Fri.		
Sat.		
Total Hours:		

THROUGH

Second Week of Period		
	Date	Hours
Sun.		
Mon.		
Tue.		
Wed.		
Thurs.		
Fri.		
Sat.		
Total Hours:		

Payroll Office Use Only:
PAY ID: _____
PAY #: _____
PAY CODE: _____

Routing Section 1 & 2

Position No: _____ (as it appears on student's contract)

Student Printed Name _____

Student's signature _____ Date _____

Supervisor Printed Name _____

Signature of student's supervisor _____ Date _____

Routing Section 3

EMPLOYING DEPARTMENT CERTIFICATION: As head of the employing department or agency, I certify that the above hours are correct, individually and in total, and I hereby approve payment for such hours.

Name of agency or department _____ FOAPAL: _____

Signature of department head _____

Date _____

This time sheet must be filled out completely, and may be used for one work period only. Incomplete time sheets may be returned for completion. All time sheets must be signed by the student employee and the supervisor. **Time sheets are due in the Financial Aid Office** by 5:00pm on the Monday following the end of the work period. Payroll will be issued to students eleven days after each deadline due date. Any time sheets received late will be processed after regular processing.

Routing Section 4 & 5

For Washburn University Financial Aid Office only

I have checked the above hours of work, and hereby authorize payment to be made to the student indicated. I certify that the amount to be paid is in conformity with the student contract and does not exceed the total authorized amount.

Director of Work-Study Program _____

Date _____

Received in Payroll: _____