



RETURN TO:

Office of Financial Aid & Scholarships
 Cal Poly Pomona
 3801 W. Temple Ave.
 Pomona, CA 91768-4008
 (909) 869-3700 Phone
 (909) 869-4757 FAX

America Reads/America Counts: _____

On-Campus

Off-Campus

*Department/Employer: _____

*Position Number: _____

*Pay Period: _____

FEDERAL WORK STUDY – TIMESHEET

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

*Student Name (Last Name, First Name)						*Bronco Number	*Pay Rate	*Total Hours					*Total Pay				
DAY	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL HOURS	DAY	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL HRS	DAY	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL HOURS
Example	8:00	9:15	1:00	4:00	4.2	10						22					
30						11						23					
31						12						24					
1						13						25					
2						14						26					
3						15						27					
4						16						28					
5						17						29					
6						18						30					
7						19						31					
8						20											
9						21											

Instructions	Conversion Chart	*Student Signature	*Supervisor Signature																								
<ul style="list-style-type: none"> Must be completed and submitted to the Office of Financial Aid & Scholarships according to Pay Period Schedule Late timesheets may be processed until the following pay period Report actual hours worked by the student by calendar day The Office of Financial Aid & Scholarships will submit FWS hours to Payroll Services. 	<table border="1"> <thead> <tr> <th>MINUTES</th> <th>TENTHS</th> </tr> </thead> <tbody> <tr><td>0 - 5</td><td>0</td></tr> <tr><td>6 - 11</td><td>1</td></tr> <tr><td>12 - 17</td><td>2</td></tr> <tr><td>18 - 23</td><td>3</td></tr> <tr><td>24 - 29</td><td>4</td></tr> <tr><td>30 - 35</td><td>5</td></tr> <tr><td>36 - 41</td><td>6</td></tr> <tr><td>42 - 47</td><td>7</td></tr> <tr><td>48 - 53</td><td>8</td></tr> <tr><td>54 - 59</td><td>9</td></tr> <tr><td>60</td><td>1.0</td></tr> </tbody> </table>	MINUTES	TENTHS	0 - 5	0	6 - 11	1	12 - 17	2	18 - 23	3	24 - 29	4	30 - 35	5	36 - 41	6	42 - 47	7	48 - 53	8	54 - 59	9	60	1.0	<p>I certify that I meet the eligibility requirements for employment as a FWS student and worked the hours indicated on this timesheet.</p> <p>_____</p> <p style="text-align: center;"><i>Student's Signature</i></p> <p>_____</p> <p style="text-align: center;"><i>Date</i></p>	<p>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.</p> <p>_____</p> <p style="text-align: center;"><i>Supervisor's Signature</i></p> <p>_____</p> <p style="text-align: center;"><i>Date</i></p> <p>Account/Budget Number: _____</p> <p style="background-color: yellow;">For CPP Foundation ONLY - Time Sheet will NOT be processed without Account/Budget Number.</p>
MINUTES	TENTHS																										
0 - 5	0																										
6 - 11	1																										
12 - 17	2																										
18 - 23	3																										
24 - 29	4																										
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36 - 41	6																										
42 - 47	7																										
48 - 53	8																										
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60	1.0																										