

**(FWS) STUDENT ASSISTANT TIME SHEET**

Turn in All Completed Time Sheets to the Financial Aid Office  
NO LATER THAN 11:00 A.M. on the 1<sup>st</sup> work day after the 15<sup>th</sup> of the month,  
or earlier when instructed by FAO / Payroll.

1. A completed FWS Student Assistant Time Sheet shall be submitted to your immediate supervisor at the end of the last day worked of the pay period on or before the 15<sup>th</sup> of each month (unless otherwise notified by supervisor.) The Time Sheet must be completed with all information requested and signed by the student. **Incomplete Time Sheets** will be **returned** to the originator or supervisor and payment of earned **salary may be delayed one month.**
2. Student Assistants, including FWS, may work no more than: eight (8) hours per day and no more than twenty (20) hours per week. Students may be employed by several on-campus offices concurrently; however they may not exceed the maximum number of hours (20) allowed per week. If a Student Assistant works more than six (6) consecutive hours in one day they must take at least thirty (30) minute unpaid lunch break.
3. Time Sheets that do not contain the following information will be returned to your department supervisor/administrator. Payment may be delayed until the next pay period or longer -- depending on the nature of the circumstances (i.e., incomplete, late).
  - Your Name (last name, first)
  - Department in Which You Work
  - W #
  - Day of the Week by the Appropriate Date (Mon, Tue, Wed, Thurs, Fri)
  - Time In (*starting time*) and the Time Out (*ending time*)
  - Total Number of Daily Hours Worked – never more than 8 hours per day
  - Total Number of Hours Worked for the Pay Period
  - Enter the number of units in which you are enrolled.

[**Note:** Enrollment of six (6) or more semester units is required of students employed under federally funded FWS program. Enrollment of twelve (12) or more semester units is required for employment paid by college funds.]

  - Your Signature
  - Supervisor's Signature
  - Date You Signed Your Time Sheet
  - Pay Period You Worked
  - Your Supervisor will supply the information needed for Account Number
  - Date Supervisor Signed the Time Sheet
  - Department Administrator's Signature
4. Your department supervisor/administrator will review your Time Sheet before signing. Make sure it is complete and accurate. Next it will be sent to the Financial Aid Office.
5. The Financial Aid Office will review your Time Sheet for eligibility, provide the department's payroll account number, and your rate of pay per your hiring documents. It will then be sent to the District Payroll Office for processing.
6. Paychecks are issued on the last work day of the month.