2019-2020 FEDERAL WORK STUDY TIMESHEET

Financial Aid Office *** (Please leave All FAO areas BLANK)***

Eastern Gateway Community College 110 John Scott Hwy Steubenville, OH 43952 (740) 264-5591, option #2

Eastern Gateway Community College 101 East Federal Street Youngstown, OH 44503 (330)480-0726, ext. 3104 & 3137

to

Fax (740) 266-2991

or

FWS Hourly Wage: <u>\$9.00 effective 1/1/2018</u>

Pay Period

Begin Date

End Date

Location assigned to work

Name (please print)

READ THIS AREA: Enter the actual date you work in the "date column" **Add your hours worked carefully**DO NOT work during class times**Report your time in 15 minute increments ex: 10:10 a.m. is reported 10:15 a.m. or 10:35 a.m. is reported 10:30 a.m. **Complete in ink (no pencil) **Make sure signed with signature (not printed) **Turn in promptly

WEEK 1							WEEK 2						
DATE	TIME	LUNCH	LUNCH	TIME	HOURS	FAO	DATE	TIME	LUNCH	LUNCH	TIME	HOURS	FAO
&	IN	OR CLASS	OR CLASS	OUT	WORKED	AREA	&	IN	OR CLASS	OR CLASS	OUT	WORKED	AREA
DAY		OUT	IN				DAY		OUT	IN			
SUN							SUN						
501							501						
MON							MON						
TUES							TUES						
TUES							TUES						
WED							WED						
THUD							THUD						
THUR							THUR						
FRI							FRI						
SAT							SAT						
5/11			l	1			5/11						
TOTAL HOURS WORKED WEEK 1						TOTAL HOURS WORKED WEEK 2							

Total Hours Week 1 & Week 2 _____

I verify that the hours stated above and true and correct and reflect the amount of actual hours I worked during the pay period. I further verify by my signature that the hours worked do not conflict with my student schedule and the hours are outside of scheduled classroom time. As well as, I am enrolled at a minimum of half time for each semester. Time sheets turned in after 4:00 p.m. on scheduled due date will be processed for the next pay period!

		FAO Use ONLY	
Student's Signature	Date	Week 1	
		Week 2	
Supervisor's Signature	Date	Total Hrs to be Paid	
* Supervisors: Please submit the ORIGINAL completed time sheets to the scheduled dates or the timesheet will be held for processing until the next Aid Office works with the published dates provided by the college's payr provide the time sheet to the student worker once you have verified hour	Certified by:		

Financial Aid Authorized Signature

Date

Payroll ID #