

THE UNIVERSITY OF ALABAMA

Student Employment Services

Federal Work Study Program Manual Time Sheet (Sign-In/Out)

Instructions: Please complete this form and send to Student Employment Services using one of the methods listed below.

a) Deliver to 106 Student Services Center

b) FAX to 205-348-9515

c) Scan & Email to workstudy@ua.edu

Name of Department: _____

Student Name: _____

CWID#: _____

Payroll Period Dates: _____ through _____

Reminder: students may not work more than 8 hours a day or 20 hours each week

	DATE	TIME IN	TIME OUT	HOURS
SUN				
MON				
TUES				
WED				
THURS				
FRI				
SAT				
Total Hours For Week				

	DATE	TIME IN	TIME OUT	HOURS
SUN				
MON				
TUES				
WED				
THURS				
FRI				
SAT				
Total Hours For Week				

Please acknowledge that you have worked these hours above by signing below.

Student Signature

Date

Supervisor Signature

Date