

**University of Maryland, Baltimore  
FEDERAL WORK STUDY TIMESHEET**

Student Name: \_\_\_\_\_

Department: 04303000 OAA Financial Aid Students

Student Soc. Sec. No.: \_\_\_\_\_

Work Site: \_\_\_\_\_

Employee Class: FWS Undergrad  FWS Grad  Pay Period: \_\_\_\_\_

Record hours in increments of 15 minutes in decimal format  
15 minutes = . 25                      30 minutes = .50 / 45 minutes = . 75

**MUST RECORD THE TOTAL HOURS WORKED NOT IN AND OUT TIMES**

Week One

Week Two

	S U N	M O N	T U E	W E D	T H R	F R I	S A T	TOTAL	S U N	M O N	T U E	W E D	T H R	F R I	S A T	TOTAL
DATES																
Hours Worked																
<b>GRAND TOTAL FOR TWO WEEKS</b>																

STUDENTS WORKING 8 OR MORE HOURS PER DAY ARE REQUIRED BY LAW TO TAKE A 1/2 HOUR UNPAID BREAK.  
STUDENTS MUST DEDUCT BREAKS FROM TOTAL HOURS WORKED.  
**NO STUDENT IS PERMITTED TO WORK OVER 10 HOURS IN A DAY!!!**  
STUDENT ARE NOT PERMITTED TO WORK OVER 20 WEEK EXCEPT DURING THE SUMMER

**COMMENTS:**

**UNDER NO CIRCUMSTANCES ARE STUDENTS TO SUBMIT TIMESHEETS TO THE STUDENT FINANCIAL ASSISTANCE AND EDUCATION SUPERVISORS RESPONSIBLE FOR SUBMITTING STUDENT'S TIMESHEETS VIA MAIL OR HAND DELIVERED**

I hereby certify that I have worked the hours listed above.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

I hereby certify that the above is a true statement of the hours worked by the student named and that this student has performed the assigned job in a satisfactory manner.

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

**FOR STUDENT FINANCIAL ASSISTANCE AND EDUCATION USE ONLY**

(Total Hours: \_\_\_\_\_ ) X (Rate: \_\_\_\_\_ ) = \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_