



MEMORANDUM

To: Work Study Supervisors
From: Yvette M. Washington, Federal Work-Study Coordinator
Subject: Timesheets

Thank you for becoming a work-study Supervisor for University of Maryland, Baltimore students. I am writing to remind you about a few procedural matters that cannot be ignored regarding student time sheets, as they are federal government regulations. Please review the list below:

1. **Supervisor, Alternate Supervisor or Staff** must mail or drop off student's time sheets to Student Financial Aid. **Students cannot mail or drop off time sheets!**
2. Once the Supervisor has reviewed timesheets, a student should not receive it back unless it needs correction. After the supervisor has signed the timesheet it should be forwarded to the Student Financial Aid Office. **Without both the supervisor's and student's signatures the time sheet may not be processed.**
3. A student's **hours cannot exceed 20 hours per week/40 hours biweekly** – if the student has two or more work study job sites; the total hours worked cannot exceed 20 hours per week/40 hours biweekly. **During summer session students are permitted to work up to 40 hours per week/80 hours biweekly**- if the student has two or more work-study positions, the total hours worked cannot exceed 40 hours per week.
4. Each student's time sheet has to indicate **total number of hours worked**. Students should not include the time they begin and end time.
5. **Late time sheets will not be process until the next pay period.** (Please refer to attached schedule regarding timesheet deadlines).
6. **Incorrect /Incomplete timesheets will not be processed until corrected timesheets are received.**

If any of these timesheet procedures are not followed it could result in a delayed paycheck. If you have any additional questions or concerns, I may be reached at (410) 706-7347 or ywashing@umaryland.edu.

For further information regarding Federal Work-Study Program, please refer to the Supervisor's Federal Work-Study Orientation on our website – www.umaryland.edu/fin. Again, I thank you for participating in the Federal Work-Study Program.