

**HOLY FAMILY UNIVERSITY  
STUDENT EMPLOYEE TIME SHEET  
FEDERAL WORK-STUDY  
2011-2012**

STUDENT NAME: \_\_\_\_\_ Holy Family ID NUMBER: \_\_\_\_\_  
(PLEASE PRINT)

DEPARTMENT WHERE EMPLOYED: \_\_\_\_\_ WEEK ENDING THURSDAY: \_\_\_\_\_

Supervisors are responsible for submitting time sheets **WEEKLY by 10 A.M. EVERY FRIDAY** except as noted on the back of this sheet. Therefore, any hours worked on the Friday you are submitting a time sheet, should be recorded on the following week's time sheet. To allow ample processing time, paychecks are calculated on time sheets received by 10 A.M. on the dates listed on the back of this sheet. Time sheets received after 10 A.M. on those dates will not be processed until the next payroll. Due to payroll processing deadlines, we cannot make exceptions for time sheets received late. *Supervisors should bring time sheets to the Financial Aid Office, Room 203 Holy Family Hall.* Please do not leave them in the mail room. Please remember that students are not permitted to submit time sheets to the Financial Aid Office.

Time sheets are available on the web at [www.holyfamily.edu/finaid](http://www.holyfamily.edu/finaid), click on 'Student Employment'.

		A.M.		P.M.		HOURS WORKED	
DAY	DATE	IN	OUT	IN	OUT	HOURS	MINUTES
FRIDAY							
SATURDAY							
SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
<b>TOTAL HOURS WORKED:</b>							

**\*\* Time sheets will not be processed without the supervisor's signature, student's signature, date, and department name. Please remember that time sheets should not be submitted for a student who has not received and signed a contract. Also, students must complete all employment paperwork before they are eligible to start working. Time sheets will not be processed for any student who does not meet these conditions. \*\***

**STUDENT SECTION**

**Student Certification:** I hereby certify that this time sheet is a true statement of the hours I worked. I have read and understand all that is listed on both sides of this time sheet. I have documented any and all breaks that were taken and have checked my hours to insure that the amount listed as "TOTAL HOURS" is correct and does not exceed the hours I may work.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**SUPERVISOR SECTION**

**Supervisor Certification:** I hereby certify that this time sheet is a true statement of the hours worked by the student named above and that the same student has performed his or her assigned duties in a satisfactory manner. I have read and understand all that is listed on both sides of this time sheet. I have checked the hours to insure that the amount listed as "TOTAL HOURS" is correct and does not exceed the hours they may work.

SUPERVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## IMPORTANT PROCESSING NOTES:

Students are paid in 15-minute increments. Example: Monday, 11/15/11 1:15 to 3:30 = 2.25 hours. Please insure that this is reflected on the reverse side.

Students working more than 4 hours at one time must show at least a 15-minute break on their time sheet. This break should not be counted as time worked. Any time sheets that do not reflect a break will be adjusted accordingly. Also, students may not work more than 8 hours per day.

Students may work no more than 20 hours per week when classes are in session and up to 40 hours per week during breaks and summer sessions.

Students must be full-time (at least 12 credits each semester) to participate in the Federal Work-Study program.

It is the responsibility of both the supervisor and the student worker to keep track of hours worked. Students cannot be paid for hours in excess of those stated on their contracts.

**\*\* Please remember that time sheets are due weekly by 10 A.M. every Friday except as noted below. To allow ample processing time, paychecks are calculated on time sheets received by 10 A.M. on the dates listed below. \*\***

<b>TIME SHEETS DUE BY 10 A.M.</b>  (Time sheets received by 10 A.M. on this date will be used to calculate the corresponding pay check. Time sheets received after 10 A.M. will not be processed until the next payroll.)	<b>PAY CHECK DATE</b>
FRIDAY, AUGUST 26, 2011	SEPTEMBER 2, 2011
FRIDAY, SEPTEMBER 9, 2011	SEPTEMBER 16, 2011
FRIDAY, SEPTEMBER 23, 2011	SEPTEMBER 30, 2011
FRIDAY, OCTOBER 7, 2011	OCTOBER 14, 2011
FRIDAY, OCTOBER 21, 2011	OCTOBER 28, 2011
FRIDAY, NOVEMBER 4, 2011	NOVEMBER 11, 2011
FRIDAY, NOVEMBER 18, 2011	NOVEMBER 25, 2011
FRIDAY, DECEMBER 2, 2011	DECEMBER 9, 2011
FRIDAY, DECEMBER 16, 2011	DECEMBER 23, 2011
TUESDAY, JANUARY 3, 2012	JANUARY 6, 2012
FRIDAY, JANUARY 13, 2012	JANUARY 20, 2012
FRIDAY, JANUARY 27, 2012	FEBRUARY 3, 2012
FRIDAY, FEBRUARY 10, 2012	FEBRUARY 17, 2012
FRIDAY, FEBRUARY 24, 2012	MARCH 2, 2012
FRIDAY, MARCH 9, 2012	MARCH 16, 2012
FRIDAY, MARCH 23, 2012	MARCH 30, 2012
WEDNESDAY, APRIL 4, 2012	APRIL 13, 2012
FRIDAY, APRIL 20, 2012	APRIL 27, 2012
FRIDAY, MAY 4, 2012 *	MAY 11, 2012
FRIDAY, MAY 18, 2012 *	MAY 25, 2012

*\* Please note that students cannot earn their 2011-2012 Federal Work-Study award beyond the last date of the semester (May 5, 2012). \**

**PAYCHECKS ARE MAILED BY THE PAYROLL OFFICE, HOLY FAMILY HALL, ROOM 209.** Students interested in direct deposit need to complete the "Holy Family University Direct Deposit Form", available at [www.holyfamily.edu/finaid](http://www.holyfamily.edu/finaid), click on 'Student Employment'.