

**WCC Work Study Timesheet**  
**Pay period February 17-March 1, 2012**

**Student Name:** \_\_\_\_\_ **Employee#:** \_\_\_\_\_

**Office/Department:** \_\_\_\_\_

Enter time in and out, as well as daily, weekly and grand totals.

Fractions of hours are to be entered in tenths of hours (see chart below).

\*\*If you work more than 6 consecutive hours, you are required under the Fair Labor Standards Act (FLSA) to take a minimum of a 30 minute lunch break and will need to note a time out and returned.\*\*

Week 1	Date	Time In	Time Out- Lunch	Time Return- Lunch	Time Out	Daily Total
Friday	2/17					
Saturday	2/18	-----	-----	-----	-----	-----
Sunday	2/19	-----	-----	-----	-----	-----
Monday	2/20					
Tuesday	2/21					
Wednesday	2/22					
Thursday	2/23					
					Weekly Total	

Week 2	Date	Time In	Time Out- Lunch	Time Return- Lunch	Time Out	Daily Total
Friday	2/24					
Saturday	2/25	-----	-----	-----	-----	-----
Sunday	2/26	-----	-----	-----	-----	-----
Monday	2/27					
Tuesday	2/28					
Wednesday	2/29					
Thursday	3/1					
					Weekly Total	
					Grand Total	

Hours divided into tenths		27 min.-32 min. 59 sec	.5 hours
0 min.-2 min. 59 sec.	Disregard	33 min.-38 min. 59 sec.	.6 hours
3 min.-8 min. 59 sec.	.1 hours	39 min.-44 min. 59 sec.	.7 hours
9 min.-14 min. 59 sec.	.2 hours	<b>45 min.-50 min. 59 sec.</b>	<b>.8 hours</b>
<b>15 min.-20 min. 59 sec.</b>	<b>.3 hours</b>	51 min.-56 min. 59 sec.	.9 hours
21 min.-26 min. 59 sec.	.4 hours	57 min.- <b>60 min.</b>	<b>1 hour</b>

I certify that the above hours are correct and that the work was performed satisfactorily:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Time Sheets are due by 5 pm on Thursdays in the Financial Aid Office.