WCC Work Study Timesheet
Pay period March 16-29, 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	3/16					
Saturday	3/17	----------	----------	----------	----------	----------
Sunday	3/18	----------	----------	----------	----------	----------
Monday	3/19					
Tuesday	3/20					
Wednesday	3/21					
Thursday	3/22					
					Weekly Total	

Week 2	Date	Time In	Time Out-Lunch	Time Return-Lunch	Time Out	Daily Total
Friday	3/23					
Saturday	3/24	----------	----------	----------	----------	----------
Sunday	3/25	----------	----------	----------	----------	----------
Monday	3/26					
Tuesday	3/27					
Wednesday	3/28					
Thursday	3/29					
					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	**45 min.-50 min. 59 sec.**	**.8 hours**
15 min.-20 min. 59 sec.	**.3 hours**	51 min.-56 min. 59 sec.	.9 hours
21 min.-26 min. 59 sec.	.4 hours	57 min.-**60 min.**	**1 hour**

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.