DATE SIGNED



NAME(PRINT)

Coral Gables, Florida 33124

SIGNATURE

FEDERAL WORK-STUDY TIME REPORT

AUTHORIZING SIGNATURE / EMPLOYER

PAYROLL COPY

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| STUDENT / EMPLOYEE NAME | | | | | | | | | CLASSIFIC | ATION TIT | LE | <u> </u> | 22 |
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| STUDENT ID # JOB ASSIGN | | | | | | ASSIC | Nic | STD. HRS. | for adhering to Fe | ederal Worl | g departments or Age k-Study Program Poli e responsible for adhe | cies and Proce | edures. As a |
| | | I AND O | UT TIMES I | MUST BE | RECORE | DED | _ | TOTAL HOURS WORKED | (1) FWSP student may not begin working until the FWS assignment process has been completed. You will receive a SEAF-Part 2 confirming the award. | | | | |
| DATE | TIME START | STOP | START | STOP | START | STOP | | WORKED ST. HRS. | has been con | pleted. Yo | u will receive a SEAF | -Part 2 confirmir | ng the award. |
| , | | | | | | | | | (see back fo | r timeshee | nust be signed and su t collection box loca chedule for due dates | ations). Check | Payroll Office the current |
| | | | | | | | | | Any pay beyo | ond the tot any studen e to charge | pay does not exceed al amount will be pai t working over 40 ho the employing depar | d by the Emplours per week w | oyer at 100% will cause the |
| | | - | | | ļ | | 4 | | STUDENTS: Stu | dents are re | esponsible for: | | • |
| | | | | | | | _ | | | eir work hou | irs accurately and con | npletely. Work | hours cannot |
| | | | | | | | | | (2) Signing the tir | ne sheet. I | Failure to do so will de | elav processing | of paycheck. |
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| | | <u></u> | | | TOT | | JRS ➡ | 1 | TOTAL PAY DU | E⇔ | | | |
| | | | formation re | | on this ti | me shee | l | | | | worked in this pay per | iod by the hourl | y rate. |
| student | 's payche | eck. Co | ompletion a | ınd distrib | oution of | this Time | • | | TOTAL AWARD | | | | |
| Sheet is the responsibility of the employing department. White and Yellow copies are taken to the Time Document Collection | | | | | | | | | MINUS TOTAL EARNINGS TO DATE (include this period) | | | | |
| | , | | aken to the pay period. | ime D | ocument | Collection |) | | BALAN | | | | |
| | | | | nc | | | | | | | | /O) A | |
| OVERTIME ACCOUNT OVERRIDE CODE HOURS ACCOUNT | | | | | | | SIGNATURE | | The balance above must reflect an amount above zero (0). Any balance left blank or less than zero may result in the termination of the employee or action against the employing department (see #4 under Supervisors). | | | | |
| C | ODE H | OURS | ACCOUNT | • | (PRINT) | | SIGNATURE | | CERTIFIED TO BE | | יייייייייייייייייייייייייייייייייייייי | rapor vidoraj. | |
| - | REGULAF | R ACCOU | INT OVERRIC | | | | | | PHONE | - 610 | SNATURE OF EMPLOYEE | CTUDENT | DATE SIGNED |
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PHONE

Timesheet Collection Points

CORAL GABLES CAMPUS

Ashe Building - under the stairs, across from the Office of Financial Assistance Services
Rhodes House (Building 37) - under the stairs across from 37-D
Law School - 1st floor by courtyard
Max Orovitz Building - lobby
Merrick Building - 1st floor across from elevator
School of Music - 1st floor by courtyard

MEDICAL CAMPUS

Put your completed and approved timesheets on an envelope clearly marked "PAYROLL". Place the envelope containing the timesheet on the box marked "HAND DELIVER" located on the Sewell Building -- First Floor.

You may also turn in your timesheet to the Medical Finance Department, 105 Professional Arts Building, or any of the Coral Gables Campus timesheet location boxes. Make sure you turn in time sheets on time AND make sure you keep your copy.

ROSENSTIEL CAMPUS

Deliver timesheets to the Dean's Office - 107 SLAB Building

You may also turn in your time sheet on any of the Coral Gables Campus timesheet location boxes. Make sure you turn in time sheets on time AND make sure you keep your copy.

Timesheets are due in collection boxes by 5:00 p.m. (Coral Gables Campus) and by 10:00 a.m. (Medical and RSMAS campuses).