

# Unity College Federal Work Study

## Bi-Weekly Time Sheet

From Sunday \_\_\_\_\_ To Saturday \_\_\_\_\_

Student \_\_\_\_\_ Department \_\_\_\_\_

**(Please Print)**

### Report Actual Hours Worked

Round Hours to the Nearest ¼ hour – Example: 5 Hours + 8 Minutes = 5 ¼ hours  
5 Hours + 7 Minutes = 5 Hours

First Week		Second Week	
Date	Total Hours Worked Per Day	Date	Total Hours Worked Per Day
Sunday ...../...../.....		Sunday ...../...../.....	
Monday ...../...../.....		Monday ...../...../.....	
Tuesday ...../...../.....		Tuesday ...../...../.....	
Wednesday ...../...../.....		Wednesday ...../...../.....	
Thursday ...../...../.....		Thursday ...../...../.....	
Friday ...../...../.....		Friday ...../...../.....	
Saturday ...../...../.....		Saturday ...../...../.....	
Total Hours – First Week:		Total Hours – Second Week:	

**Total Hours For This Two Week Payroll Period = [            ]**

<b>Total Hours Carried Forward</b>	
From: Work Voucher/Previous Time Sheet	
<b>Less Total Hours This Time Sheet</b>	
<b>Total Hours Remaining</b>	
Carry This Total Over to Next Time Sheet When Hours Are Used Up – STOP WORKING!	

I hereby certify this is a true statement of my hours worked.

\_\_\_\_\_  
Student's Signature \_\_\_\_\_  
Date

I hereby certify the above work was performed satisfactorily.

\_\_\_\_\_  
Supervisor's Signature \_\_\_\_\_  
Date

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Monday ...../...../.....		Monday ...../...../.....	
Tuesday ...../...../.....		Tuesday ...../...../.....	
Wednesday ...../...../.....		Wednesday ...../...../.....	
Thursday ...../...../.....		Thursday ...../...../.....	
Friday ...../...../.....		Friday ...../...../.....	
Saturday ...../...../.....		Saturday ...../...../.....	
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Student's Signature \_\_\_\_\_  
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Supervisor's Signature \_\_\_\_\_  
Date