

WORK STUDY TIME SHEET

1. STUDENT EMPLOYEE'S NAME

LAST NAME FIRST NAME

2. WSU ID NUMBER _____

3. FIRST DATE HOURS WORKED: _____

4. LAST DATE HOURS WORKED: _____

5. RECORD OF ACTUAL HOURS

01	_____	16	_____
02	_____	17	_____
03	_____	18	_____
04	_____	19	_____
05	_____	20	_____
06	_____	21	_____
07	_____	22	_____
08	_____	23	_____
09	_____	24	_____
10	_____	25	_____
11	_____	26	_____
12	_____	27	_____
13	_____	28	_____
14	_____	29	_____
15	_____	30	_____
		31	_____

6. TOTAL HOURS WORKED: _____

"I hereby certify that this time sheet is a true and correct statement of hours worked by me and that I do have work study eligibility to cover my gross earnings."

7. _____
STUDENT'S SIGNATURE

8. _____
DATE SIGNED (ON OR AFTER LAST DAY WORKED)

ATTENTION EMPLOYERS

See instructions on reverse side. Complete all items requested. Verify the information for accuracy. An incorrect or blank item may delay reimbursement.

If this time sheet is not received within 15 DAYS from the end of the current pay period, REIMBURSEMENT MAY BE DENIED.

9. HOURLY RATE OF PAY.....\$ _____

10. GROSS COMPENSATION.....\$ _____

11. FICA (Soc. Sec. plus Med Aid) \$ _____
(7.65% of gross pay)

12. OTHER DEDUCTIONS.....\$ _____

13. NET EARNINGS.....\$ _____

14. EMPLOYER ADDRESS
(Type the address where you want the check sent.)

"This time sheet is a true and correct statement of the time worked by this student. The student has completed the assignment satisfactorily, continues to have work study eligibility, and has been paid by check the amount of net earnings as shown. I hereby certify, UNDER PENALTY OF PERJURY under the laws of the State of Washington, that the foregoing is true and correct" (must be signed and dated on or after the last day the student worked.)

15. _____
SUPERVISOR'S SIGNATURE

16. _____
DATE SIGNED (ON OR AFTER LAST DAY WORKED)

WSU COMPLETES THE SECTION BELOW:

DATE RECEIVED BY COLLEGE: _____

WAGES ELIGIBLE FOR REIMBURSEMENT: \$ _____

REIMBURSEMENT RATE: _____

REIMBURSEMENT AMOUNT: \$ _____

AUTHORIZED BY _____
DATE _____

INSTRUCTIONS

Students:

Complete the left hand column of this form. For "FIRST DATE HOURS WORKED", enter the first day (month/day/year) in this pay period on which you worked. For "LAST DAY HOURS WORKED", enter the last day (month/day/year) in this pay period on which you worked. On the "RECORD OF ACTUAL HOURS" enter the appropriate number of total hours worked on the designated line. READ AND SIGN THE STATEMENT regarding your certification of the hours reported and your continued eligibility for the work study program. Be sure to date the form on or after the last day worked. Give the form to your employer (supervisor).

STUDENTS PLEASE NOTE: Your work study award amount is a placeholder to track gross wages. When you have earned your award amount in gross wages your employer will stop getting reimbursements. See reimbursement example below

Employers:

After reading the notice in the upper portion of the right hand column of the form, type or print in ink the information regarding hourly pay rate, deductions, etc. Calculate the student's net earnings and enter that figure. READ THE EMPLOYER'S CERTIFICATION STATEMENT located in the middle of the right hand column, then sign, print your name, and date the form. Retain a copy for your records and forward the original to:

WSU STUDENT FINANCIAL SERVICES
ATTN: OFF CAMPUS WORK STUDY
PO BOX 641068
PULLMAN WA 99164-1068

WSU SECTION:

WSU will verify the information on the timesheet, and will complete the bottom right hand portion of the form. A copy of the completed form will be returned to the employer with the reimbursement check.

IMPORTANT:

This form must be completed accurately. Any blank or incorrect items may delay your reimbursement check. Also, If this time sheet is not received within 15 DAYS from the end of the current pay period, REIMBURSEMENT MAY BE DENIED. Reimbursement may also be denied if this time sheet is not received before July 1st of the current fiscal year.

EXAMPLE:

The amount of reimbursement is calculated on the student's GROSS WAGES.

If the student has a \$1,000 work study award for the term and the reimbursement rate is 50%, the maximum reimbursement would be \$500 ($\$1,000 \times 50\% = \500).

The student work study award amount is a placeholder that tracks gross wages. Once the student earns the amount of the work study award in gross wages the reimbursements will stop.