

# 2020-2021 FEDERAL WORK STUDY TIMESHEET

**Financial Aid Office \*\*\* (Please leave All FAO areas BLANK)\*\*\***

Eastern Gateway Community College  
110 John Scott Hwy Steubenville, OH 43952  
(740) 264-5591, option #2

or Eastern Gateway Community College  
101 East Federal Street Youngstown, OH 44503  
(330)480-0726, ext. 3104 & 3137

Fax (740) 266-2991

FWS Hourly Wage: \$11.00 effective 2/4/2019

Name (please print) \_\_\_\_\_ Pay Period \_\_\_\_\_ to \_\_\_\_\_  
Begin Date \_\_\_\_\_ End Date \_\_\_\_\_

Location assigned to work \_\_\_\_\_ Payroll ID # \_\_\_\_\_

**READ THIS AREA: Enter the actual date you work in the "date column" \*\*Add your hours worked carefully\*\*DO NOT work during class times\*\*Report your time in 15 minute increments ex: 10:10 a.m. is reported 10:15 a.m. or 10:35 a.m. is reported 10:30 a.m. \*\*Complete in ink (no pencil) \*\*Make sure signed with signature (not printed) \*\*Turn in promptly**

WEEK 1

WEEK 2

| DATE & DAY                       | TIME IN | LUNCH OR CLASS OUT | LUNCH OR CLASS IN | TIME OUT | HOURS WORKED | FAO AREA | DATE & DAY                       | TIME IN | LUNCH OR CLASS OUT | LUNCH OR CLASS IN | TIME OUT | HOURS WORKED | FAO AREA |  |
|----------------------------------|---------|--------------------|-------------------|----------|--------------|----------|----------------------------------|---------|--------------------|-------------------|----------|--------------|----------|--|
| SUN                              |         |                    |                   |          |              |          | SUN                              |         |                    |                   |          |              |          |  |
| MON                              |         |                    |                   |          |              |          | MON                              |         |                    |                   |          |              |          |  |
| TUES                             |         |                    |                   |          |              |          | TUES                             |         |                    |                   |          |              |          |  |
| WED                              |         |                    |                   |          |              |          | WED                              |         |                    |                   |          |              |          |  |
| THUR                             |         |                    |                   |          |              |          | THUR                             |         |                    |                   |          |              |          |  |
| FRI                              |         |                    |                   |          |              |          | FRI                              |         |                    |                   |          |              |          |  |
| SAT                              |         |                    |                   |          |              |          | SAT                              |         |                    |                   |          |              |          |  |
| <b>TOTAL HOURS WORKED WEEK 1</b> |         |                    |                   |          |              |          | <b>TOTAL HOURS WORKED WEEK 2</b> |         |                    |                   |          |              |          |  |

Total Hours Week 1 & Week 2 \_\_\_\_\_

*I verify that the hours stated above are true and correct and reflect the amount of actual hours I worked during the pay period. I further verify by my signature that the hours worked do not conflict with my student schedule and the hours are outside of scheduled classroom time. As well as, I am enrolled at a minimum of half time for each semester. Time sheets turned in after 4:00 p.m. on scheduled due date will be processed for the next pay period!*

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\* Supervisors: Please submit the ORIGINAL completed time sheets to the Financial Aid Office by the scheduled dates or the timesheet will be held for processing until the next pay period. The Financial Aid Office works with the published dates provided by the college's payroll department. Do not provide the time sheet to the student worker once you have verified hours worked and signed.

**FAO Use ONLY**

Week 1 \_\_\_\_\_

Week 2 \_\_\_\_\_

Total Hrs to be Paid \_\_\_\_\_

Certified by: \_\_\_\_\_

\_\_\_\_\_  
Financial Aid Authorized Signature

\_\_\_\_\_  
Date