

OFF-CAMPUS TIME SHEET

WORK STUDY PROGRAM
PHONE: 206-685-1985

INSTRUCTIONS: Report hours actually worked by calendar day and total amount paid to student. (Do not report hours for vacation or holiday leave.) All items and signatures must be completed before this time sheet will be processed for reimbursement. Submit original copy to: Work Study Program, University of Washington, Box 355882, Seattle, WA 98195-5882

Pay Period Beginning Date	Pay Period Ending Date

EMPLOYER INFORMATION

Full Name Of Organization		
Reimbursement Address		
(City)	(State)	(ZIP)

Payroll Contact Person
Phone
Email Address
Federal ID Number (Tax Number)

STUDENT INFORMATION

Student Name (Last)	(First)	(M.I.)	Student ID Number or Social Security Number*	* Disclosure of the SSN is voluntary , but serves as a unique identifier for the University.

RECORD OF ACTUAL HOURS WORKED BY CALENDAR DAY

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Total Hours		Hourly Pay Rate		Gross Earnings		Deductions (Report as Negative Numbers)						Net Pay		Check Number	
						FICA		Tax		Other					

CERTIFICATIONS

STUDENT - I hereby certify this time sheet is a true and correct statement of the hours worked, and that I have Work Study eligibility to cover my gross earnings.

Student's Signature

Date

SUPERVISOR - This time sheet is a true and correct statement of the time worked by this student. The student has completed the assignment satisfactorily unless otherwise indicated, and the student has been paid the amount of net earnings as shown. I hereby certify under penalty of perjury under the laws of the State of Washington, the foregoing is true and correct. I acknowledge that hours in excess of the annual award amount or beyond the student's period of eligibility are ineligible for reimbursement.

Work Performed was NOT Satisfactory.

Print - Supervisor's Name

Title

Supervisor's Signature

Date

OFFICE USE ONLY

Date Received	
Totals Verified	
JRF/Earnings	
Approved JRF Earnings	
Reimbursement	
Gross Earnings	\$
Non W/S	-
W/S Earnings	\$
Reimb. Rate	x 40% 60% 70% 75%
Amount Reimb.	\$