

**THE UNIVERSITY OF TEXAS AT TYLER
COLLEGE WORK-STUDY TIME SHEET**

Employee: _____ Department: _____
 Student ID: _____ Pay Per Hour: _____

****Please complete one time sheet per pay period.**
 Fill in the calendar date for each week.**

Month: _____ 200__
 Pay Period: _____ 1-15 _____ 16-31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours Worked	
Date: Hours:	Date: Hours:	Date: Hours:	Date: Hours:	Date: Hours:	Date: Hours:	Date: Hours:		
Date: Hours:	Date: Hours:	Date: Hours:	Date: Hours:	Date: Hours:	Date: Hours:	Date: Hours:		
Date: Hours:	Date: Hours:	Date: Hours:	Date: Hours:	Date: Hours:	Date: Hours:	Date: Hours:		
							TOTAL HOURS	

A copy of each college work-study time sheet must be submitted (via campus mail or fax) to the Financial Aid Office at the end of each pay period.

Attn: Financial Aid Office, Fax: 566-7183

Employee's Signature: _____ Date _____

Supervisor's Signature: _____ Date _____