North Central Texas College
2011-2012 Work-Study Time Sheet

Due Dates: 9/12/11; 10/12/11; 11/10/11; 12/5/11; 1/11/12; 2/13/12; 3/5/12; 4/12/12; 5/10/12; 6/14/12; 7/12/12; 8/13/12
Time sheets must be turned in by NOON on the date listed above in order to pay the student by the 25th of that month.

NAME_____ **SOCIAL SECURITY #**_____

DEPARTMENT: _____ **TITLE:** *Work-Study Student*

MONTH _____**Year** _____

NOTE: Student must record in and out times for work each day.
Student can NOT work more than 17 hours a week.

Student can not work during their class times.

WEEK OF	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL HOURS	NOTES
	In ☐ Out In Out	In ☐ Out In Out	In ☐ Out In Out	In ☐ Out In Out	In ☐ Out In Out	In ☐ Out In Out	In ☐ Out In Out		
	In ☐ Out In Out	In ☐ Out In Out	In ☐ Out In Out	In ☐ Out In Out	In ☐ Out In Out	In ☐ Out In Out	In ☐ Out In Out		
	In ☐ Out In Out	In ☐ Out In Out	In ☐ Out In Out	In ☐ Out In Out	In ☐ Out In Out	In ☐ Out In Out	In ☐ Out In Out		
	In ☐ Out In Out	In ☐ Out In Out	In ☐ Out In Out	In ☐ Out In Out	In ☐ Out In Out	In ☐ Out In Out	In ☐ Out In Out		
	In ☐ Out In Out	In ☐ Out In Out	In ☐ Out In Out	In ☐ Out In Out	In ☐ Out In Out	In ☐ Out In Out	In ☐ Out In Out		

I hereby certify that to the best of my knowledge and belief, this time schedule is complete and correct.

EMPLOYEE SIGNATURE	SUPERVISOR SIGNATURE	DATE	TOTAL HOURS WORKED