



Federal Work Study Record of Available Hours

Refer to the Time Sheet Submission Schedule for Cycles and Due Dates

Last Name / First Name / Last 4 Digits	_____ / _____ / _____
Department / Supervisor	_____
Semester / Year:	Summer _____ Fall _____ Winter _____ Spring _____
Month / Cycle / Due Date	_____ / _____ / _____
Award / Rate / Total Hrs	\$ _____ / \$ _____ / _____

Remaining Hours (new beginning balance OR hours from previous time sheet) -----(input below)							
Work Period - WEEK 1	Time-In	Time-Out	Time-In	Time-Out	Time-In	Time-Out	Total Hrs.
Beginning Balance Total Hours ----->							
Day / Date							
Sat. _____							
Sun. _____							
Mon. _____							
Tues. _____							
Wed. _____							
Thurs. _____							
Fri. _____							
Week 1 TOTAL Hours ----->							
Total Hours Remaining Balance ----->							

Comments:

Work Period - WEEK 2	Time-In	Time-Out	Time-In	Time-Out	Time-In	Time-Out	Total Hrs.
Day / Date							
Sat. _____							
Sun. _____							
Mon. _____							
Tues. _____							
Wed. _____							
Thurs. _____							
Fri. _____							
Week 2 TOTAL Hours ----->							
Remaining Hours (include this balance on the next time sheet) ----->							

Comments:
