



COLLEGE WORK STUDY *Time Sheet*

FUND

PLEASE PRINT CLEARLY CCSF ID NUMBER: _____

Credit Work Study
(Fund 121361)

Fund #: _____

Last Name _____ First Name _____ Initial _____
(Use the same name shown on your Blue CWS application.)

DEPARTMENTAL BUDGET

CCSF Department _____ Department Phone Number _____

Organization _____

Program _____

→ **USE A SEPARATE TIME SHEET FOR EACH PAY PERIOD** ←

Pay Period _____ From Saturday, _____ through Friday, _____

HOURS WORKED	TIME	SA	SU	M	T	W	R	F	SA	SU	M	T	W	R	F	TOTAL
	DATE															
8:00-9:00																
9:00-10:00																
10:00-11:00																
11:00-12:00																
12:00-1:00																
1:00-2:00																
2:00-3:00																
3:00-4:00																
4:00-5:00																
5:00-6:00																
6:00-7:00																
7:00-8:00																
8:00-9:00																
9:00-10:00																
TOTAL																

CORRECTIONS, WEEKEND AND HOLIDAY HOURS MUST BE INITIALED BY SUPERVISOR

STUDENT STATEMENT

This is an accurate record of the hours I have worked and/or an accurate projection of the hours I will work. If my time sheet is not turned in to the Student Payroll Office, 33 Gough Street, by 12 noon on the due date, I will not be paid for these hours until the next pay period. (See payroll schedule with your supervisor.)

Student Signature _____ Date _____

PAYROLL INFORMATION

*Checks are available every other Tuesday after 11:00 a.m.

BRING YOUR CCSF STUDENT ID CARD AND PICTURE ID TO GET YOUR CHECK.

SUPERVISOR STATEMENT

This is an accurate record of the hours the student has worked and/or an accurate projection of the hours the student will work. If this time sheet is not turned in to the Student Payroll Office, no later than 12:00 (noon) on the due date, the student will not be paid for these hours until the next pay period. (See payroll schedule.)

WORK PERFORMANCE: Satisfactory Unsatisfactory

Authorized Supervisor Signature _____ Date _____

Department Chairperson _____ Date _____

COPIES: White - CWS Office
Canary - Employer
Pink - Student Employee