Office of Financial Aid

THE CITY UNIVERSITY OF NEW YORK
FEDERAL WORK-STUDY TIMESHEET

Please read instructions below before filling out this form.

Agency Code: _____

Location Code: _____

Return Completed Timesheet to:

Borough of Manhattan Community College
Office of Financial Aid (Room N-340)
199 Chambers Street
New York, NY 10007
Fax #: (212) 220-2368

Pay Period

From _____

To _____

$ _____

Agency Name/College Dept. — Pay Rate Per Hour

Work Location — Work Address (if different)

Supervisor's Name (PRINT) — Work Telephone

Student Name:_____ **SSN#:** _____

LAST **FIRST**

Total Hours Worked Per Day

	DATE	SAT	SUN	MON	TUE	WED	THU	FRI	Total Hours
WEEK 1 BEGINS ON:									
WEEK 2 BEGINS ON:									
								Total Hours Per Pay Period:	

_____ _____

Supervisor's Signature **Date**

INSTRUCTIONS FOR COMPLETING TIMESHEET

1. Students can only be paid for hours actually worked. Federal and State Law prohibit any deviation from this regulation. An unpaid work break is mandatory if the student works more than five consecutive hours; one-half hour is the minimum break allowed.
2. All entries must be made in ink; all changes on the timesheet must be initialed by the supervisor.
3. Certify the student's hours by signing your name in the space provided.
4. A student may work up to an average of twenty hours a week during the academic year unless you are notified otherwise by BMCC's Federal Work Study Coordinator. During certain periods, such as summer vacation, students may work full-time with permission of the college and the supervisor.
5. **Supervisors are responsible for making sure the students do not earn more than their FWS awards.**
6. Timesheets are for a specific period in accordance with the Schedule of Payroll Periods. There is only one payroll period per sheet. Do not split pay periods.
7. Total hours for the day must not include breaks, lunch or supper periods.
8. If the pay rate changes during the payroll period, an additional timesheet is to be submitted starting with the beginning date of the new payrate.
9. **Please ensure that you do not schedule a student to work during their scheduled classes.**
10. Timesheets are to be delivered to BMCC's Office of Financial Aid (see above for the college's address) by US mail, by inter-office mail (Room N-340), or by faxing to (212) 220-2368.

A late, improperly completed or illegible timesheet will substantially delay payment.