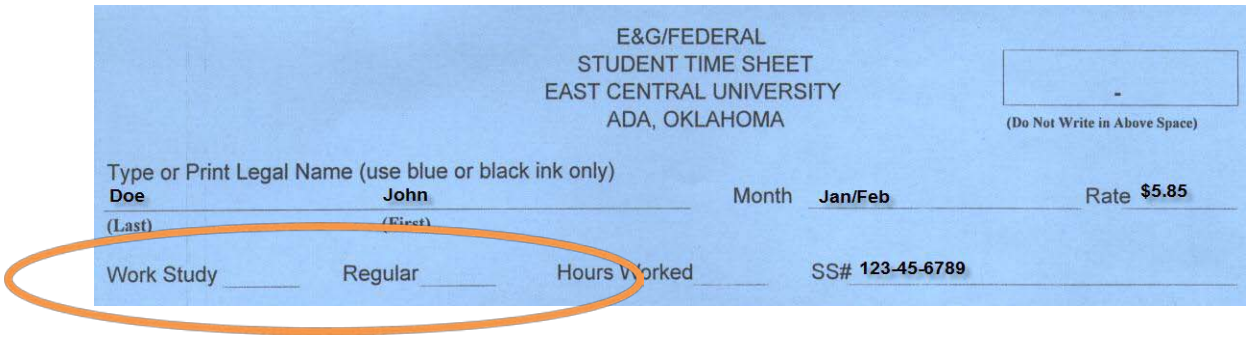
Time Sheets

You need to have a _____1_____ and a _____2_____ to have a student job and receive a paycheck.

The_____3_____ signs the work permit.

The Financial Aid office might require you to bring your _____4_____ and either your _____5_____ or your _____6_____.

How do you find out if you qualify for work study?
_____7_____


E&G/FEDERAL
STUDENT TIME SHEET
EAST CENTRAL UNIVERSITY
ADA, OKLAHOMA

(Do Not Write in Above Space)

Type or Print Legal Name (use blue or black ink only)
Doe (Last) John (First)
Month Jan/Feb
Rate $5.85
Work Study
Regular
Hours Worked
SS# 123-45-6789

You fill out the hours you worked _____8_____.

On what day do you fill out your name, month, rate, work study award, SS#, months and days and add your signature? _____9_____

After you make a mistake what do you use to fix it? _____10_____

After you fix your mistake on the time sheet what do you put out next to it?
_____11_____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____

Word Bank

Social Security Card
Work Permit
Initials
Time Sheet
Assistant Library Director
White-Out Tools (not liquid)
Birth Certificate
Ask the Financial Aid Office
Daily
1st Day of the new pay period
Photo ID