☐ FEDERAL WORK-STUDY

☐ STATE WORK-STUDY

# LUNA COMMUNITY COLLEGE
## Work-Study Timesheet

**PAY PERIOD:**_____

| NAME: | STUDENT ID or SSN: | JOB TITLE: | DEPARTMENT: | SUPERVISOR: |
|---|---|---|---|---|
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**NOTE: Timesheet MUST be printed on yellow paper. Supervisor and Student must initial any changes. DO NOT use liquid paper on timesheet and DO NOT complete in pencil. Timesheet is due on the deadline date noted on the payroll schedule. Failure to submit timesheet as required will result in the student not being paid until the following pay period. **TIMESHEET MUST BE SUBMITTED TO THE HUMAN RESOURCES DEPARTMENT.****

| MONDAY | | | | TUESDAY | | | | WEDNESDAY | | | | THURSDAY | | | | FRIDAY | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | | |
| DATE | IN | OUT | TOTAL | DATE | IN | OUT | TOTAL | DATE | IN | OUT | TOTAL | DATE | IN | OUT | TOTAL | DATE | IN | OUT | TOTAL |
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| MONDAY | | | | TUESDAY | | | | WEDNESDAY | | | | THURSDAY | | | | FRIDAY | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| DATE | IN | OUT | TOTAL | DATE | IN | OUT | TOTAL | DATE | IN | OUT | TOTAL | DATE | IN | OUT | TOTAL | DATE | IN | OUT | TOTAL |
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**TO BE COMPLETED BY SUPERVISOR: TOTAL HOURS WORKED:**_____ **X $ 8.00 (PAY RATE) = $**_____ **PAYMENT DUE**

I hereby certify that the above is a true statement of the hours worked and have been performed satisfactorily.

_____ _____

**Supervisor Signature** **Date** **Student Signature** **Date**

| HUMAN RESOURCES OFFICE USE ONLY: | | | |
|---|---|---|---|
| HOURS WORKED: | HOURS PAID | PAY RATE: $ 8.00 | PAYMENT DUE: |