



Federal Work Study Student Employment On/Off Campus “Internal” Timesheet

Financial Aid Office
2nd floor Burleigh Hall

Email: financialaid@wolf.cheyney.edu

(610) 399-2302 Fax: 610-399-2411

This timesheet is for the sole purpose of recording and maintaining a record of the hours worked by your Federal Work Study (FWS) Student Employee.

PLEASE PRINT: Students and Supervisors please keep a copy for your records.

Student Name: _____ **Cheyney ID:** _____

Department Name: _____

Supervisor: _____ **Supervisor Phone:** _____

Pay Period Ending Date: _____

Week 1						Week 2							
Day	Date	In/Out		Hrs.	Std. Initials	Sup. Initials	Day	Date	In/Out		Hrs./	Std. Initials	Sup. Initials
Mon							Mon						
Tue							Tue						
Wed							Wed						
Th							Th						
Fri							Fri						
Sat							Sat						
Sun							Sun						
		Total:						Total:					

Total hours worked for pay period: _____

Do NOT submit this form to the Payroll Office for payment. Students are responsible for entering their hours directly into the PASSHE e-Time system. Supervisors are required to confirm, approve and sign the entry, authorizing payment. Both parties play an important role in ensuring that the student is compensated for services rendered, in a timely fashion. Please make certain entries are signed and submitted in accordance with the payroll schedule provided by the Payroll Office. The financial aid office, in compliance with the regulations governing the administration of the Federal Work Study Student Employment Program, may request at random and without advance notice, copies of a FWS Student Employment timesheet for review and auditing purposes.

Reminder: Students ARE NOT permitted to work during their scheduled class time. Falsified time entries will result in severe actions including but not limited to immediate and permanent termination of the student from participation in all student employment at Cheyney University and possible financial penalties to the department/university.

Department Supervisor Signature: _____ **Date:** _____

Student Employee Signature: _____ **Date:** _____