



# Off-Campus Work-Study Timesheet

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Pay Period (MM/DD/YYYY – MM/DD/YYYY)

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
UT EID

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Hourly Rate

Week (MM/DD – MM/DD)	Number of Hours							Total Hours	Gross Earnings
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.		
							<b>Total:</b>		

\_\_\_\_\_  
Work-Study Employee Signature

\_\_\_\_\_  
Date

**Employer Approval:**

I hereby certify that this Work-Study Timesheet is a true statement of the hours worked by the above-named student and that said student has performed all assigned duties in a satisfactory manner.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Payroll Contact Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

**NOTE:** *Work-Study Timesheets* must be submitted to the Work-Study Office within 5-10 days of paying the student. Be sure to include *Billing Statement*, photocopy of student's paystub and *Paycheck Receipt Form* (if paystub does not confirm paycheck was direct deposited). Per federal regulations, Work-Study students must be paid at least once a month.

Submit via email to [Incomin.atyitmjnp8c25g3j@u.box.com](mailto:Incomin.atyitmjnp8c25g3j@u.box.com)