The University of Texas at Austin
Office of Financial Aid

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Work-Study Balance Sheet

Working document for employer/student

Student Name _____ UT EID _____

Semester _____ Hourly Pay Rate _____ Work-Study Award Amount _____ Hours Per Week _____

Formulas:

Work-Study Award ÷ Hourly Pay Rate = **Starting Hours Balance** (_____ ÷ _____ = NaN)
Starting Hours Balance ÷ Number of Weeks in Semester (15) = **Hours per Week** (_____ ÷ 15 = 0)

Pay Period (MM/DD/YYYY – MM/DD/YYYY)	Gross Amount Earned	Hours Worked	Award Balance	Hour Balance
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0

Example:

Work-Study Award = $1400
Starting Hours Balance = $1400 ÷ $8.00 = 175

Hourly Pay Rate = $8.00
Hours per Week = 175 ÷ 15 = 11.5

Pay Period (MM/DD/YYYY – MM/DD/YYYY)	Gross Amount Earned	Hours Worked	Award Balance	Hour Balance
			$1400	175
09/01/20XX – 09/30/20XX	$336	42	$1064	133
10/01/20XX – 10/30/20XX	$280	35	$784	98