

SUPERVISOR/STUDENT LOG SHEET

Touro University
1310 Johnson Lane
Mare Island, CA 94592

Library#24150 MIS#24160 Student Affairs#24250 Basic Science#24300 COP#26500 F/A#24240 Other#_____

COLLEGE WORK-STUDY PROGRAM WEEKLY EMPLOYMENT RECORD

Work Study Coordinator# 707-638-5280/Fax# 707-638-5262

Pay# _____ Pay Period _____ Due Date _____ Payroll Date _____

NAME: _____	SSN# _____
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This is a record of the days and hours each student works. This report is to be submitted to the Work Study Coordinator in accordance with the published schedule. **Compute the hours to the lowest half-hour.** The student should understand the policies and procedures applicable to College Work-Study. The direct supervisor, as well as the student is responsible for the accuracy of the hours on this timesheet. You are required to take one half hour (1/2) break after five (5) hour of work and one (1) hour break after seven (7) hours of work. **You must show a break.**

WEEK DAY	DATE	TIME IN	BREAK	BREAK	TIME OUT	TOTAL HOURS	SUPERVISOR SIGNATURE	STUDENT SIGNATURE
SUN								
MON								
TUES								
WED								
THURS								
FRI								
SAT								

Total # of hours worked for this week _____

WEEK DAY	DATE	TIME IN	BREAK	BREAK	TIME OUT	TOTAL HOURS	SUPERVISOR SIGNATURE	STUDENT SIGNATURE
SUN								
MON								
TUES								
WED								
THURS								
FRI								
SAT								

Total # of hours worked for this week _____

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SUN								
MON								
TUES								
WED								
THURS								
FRI								
SAT								

Total # of hours worked for this week _____

Grand Total Hours _____ **X Hourly Wage \$** _____ = \$ _____

I hereby certify that the above is a true statement of the actual hours and duties worked by the student listed and that the student has performed his/her assigned job in a satisfactory manner.

SUPERVISOR'S SIGNATURE _____

DATE _____