Financial Aid Office, Palomar Community College District, 1140 West Mission Road, San Marcos CA 92069-1487

Payroll Time Report for Federal Work-Study Employees

Instuctions: PLEASE READ CAREFULLY

1. Print or type the required information in ink.
2. Report actual hours worked each day in the appropriate date spaces.
3. **Hours worked on Saturdays, Sundays or Holidays will not be paid unless prior approval by FWS coordinator.**
4. Payroll period is from the 16th of the month to the 15th of the following month. Payday is at the end of the month.
5. Payroll Time Reports are due in the Financial Aid Office on the 16th of each month.
6. Time Reports must be hand carried to the FWS Coordinator in the Financial Aid Office by the supervisor or other staff member. TIME REPORTS HAND CARRIED BY STUDENTS WILL NOT BE PROCESSED.
7. **Students can not work over 8 hours a day or over 20 hours per week. Exceptions apply only to intersessions and spring break.**
8. Employees must take a minimum 30-minute non-payable break after working six (6) consecutive hours.
9. Full and ORIGINAL signatures of the AUTHORIZED supervisor and the employee are required.

Last Name First Initial	Social Security Number	ID Number

Position	Department

Account Number

	Account	Fund	Org/Dept	Program	Sub-class	Budget Year	Project/Grant
100%	235400	12	475200		10		1112200

Reporting Period from: ____ / 16 / ____ (Month Day Year) through ____ / 15 / ____ (Month Day Year)

16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1

2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total

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I certify that the information in true. Employee's Signature

Supervisor's Name (Please print)

Financial Aid Advisor's Signature

Supervisor's Signature

For Office Use Only

Rate X Hours = Gross Pay Total

COMMENTS: _____

White - Fiscal Services
Yellow-Financial Aid
Pink- Supervisor Copy