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

Student Payroll Time Report for
Federal / CalWORKs Work-Study Employees

Instructions: PLEASE READ CAREFULLY

1. Print or type the required information in **blue** or **black** ink only.
2. Report actual hours worked each day in the appropriate date space.
3. **Payment for hours worked Saturdays, Sundays or Holidays require prior approval by FWS and/or CWWS coordinator.**
4. Reporting Period begins the 16th of the month, ends the 15th of the following month and is paid at the end of the month.
5. Supervisor or department staff must submit time reports to FWS Coordinator by the 16th of each month in person or by mail. **Time reports delivered by students will not be processed.**
6. **Students cannot work over 8 hours a day or over 20 hours per week.**
7. Employees must take a minimum 30-minute non-payable break after working for six (6) consecutive hours.
8. Full and **original signatures** of the authorized supervisor and the employee are required.

Last Name	First	Initial	EMPLID

Position	Department

Account Number

Code	Account	Department	Program	Project/Grant	%
K	235400	475200		1112200	
	235100				
K	235100	331200	64650	1612020	

Reporting Period from _____ **/16/** _____ through _____ **/15/** _____

Hours Worked

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

I certify that the above information is true and correct.

Number of units currently taking: _____

(Required: 6 Fall & Spring semester; 3 Summer session)

_____
Supervisor's Name (print)   Ext.

_____ __
Employee's Signature   Date

_____
Supervisor's Signature   Date

_____
Financial Aid Advisor's Signature   Date

_____
CalWORKs Staff Assistant Signature   Date

For Office Use Only

Hourly Rate $_____ x Hrs. _____ = $_____   FWS $_____   CWWS $_____