



5



TOTAL HOURS for Pay Period

DEPT CODE		1					FEDERAL WORK STUDY										
STUDENT NCC ID (N#)			LAST NAME					FIRST NAME					PERIOD ENDING				
2			3					4					6 9/21/2021				
		Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues		
7																	
IN																	
OUT	8																
IN																	
OUT																	
TOTAL HRSPER DAY	9														10		
I hereby certify the declared hours to be valid and I did not work during my class scheduled hours.																	
STUDENT'S SIGNATURE:		11															
STUDENT'S ADDRESS								STUDENT'S PHONE NUMBER									
12								13									
I am a supervisor listed on the Signature Authorization form and to the best of my knowledge, this time card is accurate.																	
APPROVED BY:		14															
DEPARTMENT:		15															
COMMENTS:		17															
															APPROVED		
															16		

## INSTRUCTIONS FOR COMPLETION OF FEDERAL WORK STUDY TIME CARD

1. Enter the Department Code – (you would ask your supervisor for this number)
2. Enter your NCC Identification Number
3. Enter your Last name
4. Enter your First name
5. Click inside the box directly under “Period Ending” at the right edge where the arrow is. You will see a drop-down arrow, click on that and a calendar will pop-up. Select the Pay period ending date (refer to the FWS Payroll Schedule for the pay period ending date.)
6. The pay period ending date will populate in this box.
7. Enter the date for each day you worked in this box-starting with the first day of the pay period and ending with the last day of the pay period that was entered in box 6.
8. Enter the time you began working in the IN box and the time you left in the OUT box. If there was a break in your day and you returned back to work, enter those times in the two boxes below on the same day.
9. Enter the total number of hours you worked for the day
10. Enter the total number of hours you worked for the pay period
11. Sign your time card
12. Enter your address
13. Enter your phone number
14. Save the card to your desktop using your NCC ID # and the date (in this format mm-day-year) as the file name and save in a PDF format.
15. Submit the time card to your supervisor for their approval. Attach your PDF formatted time card to an email addressed to your supervisor. Your supervisor will then sign your time card and submit it to [fws@ncc.edu](mailto:fws@ncc.edu)
16. FWS will review, approve and submit your time card to the Payroll dept for processing.
17. If there is an error on your time card, you and your supervisor will be notified to correct the error by FWS. You will then correct the error and resubmit the card to your supervisor for their approval once again. Your supervisor will resubmit your time card to FWS for processing to the Payroll department.