

How to successfully complete a Federal Work-study Time card

The image shows a Federal Work-study Time card form with the following fields and annotations:

- 1** STUDENT'S NCC ID#
- 2** DEPT CODE
- 3** FULL SOCIAL SECURITY NUMBER HERE
- 4** PAY PERIOD
- 5** STUDENT LAST NAME
- 6** STUDENT FIRST NAME
- 7** ENTER DATES WORKED - STARTING WITH FIRST DAY OF THE PAY PERIOD WHICH WILL ALWAYS BE A WEDNESDAY
- 8** STUDENT TO ENTER TIME WORKED
- 9** SUPERVISOR TO TOTAL HOURS FOR EXAMPLE- 1 HOUR 45 MINS WOULD BE WRITTEN AS 1.45 TIME TO BE ENTERED IN 15 MINUTE INTERVALS
- 10** STUDENT'S SIGNATURE
- 11** STUDENT'S PHONE #
- 12** SIGNATURE OF SUPERVISOR

A completed and accepted time card must have the following:

1. Student NCC ID number on the top left hand corner of the time card.
2. Department Code.
3. Student's full social security number. This is required by the Payroll Dept in order to complete the payroll process.
4. Enter the end date for the pay period. (MM/DD/YY)
5. Print student's last name.
6. Print student's first name.
7. Student to enter dates worked starting with the first day of the pay period, which will always be a Wednesday.
8. Enter time in and time out for each day worked.
9. Supervisor of FWS student will total the hours using 15 minute intervals to express partial hours worked. For example 1 hour and 45 minutes will be entered as 1.45 as required by the Payroll Dept. Please Note that students working more than 5.45 hours consecutively must show a 30 minute break on card. The 30 minutes will be deducted automatically by Payroll when student works more than 5.45 hours consecutively.
10. Student must sign time card
11. Student's phone number. Cell # is acceptable.
12. Authorized Supervisor to sign FSW time card.

If any of the above is incomplete or not legible, time cards will be returned to supervisor. Any changes on card must be initialed by an authorized supervisor. Blue or Black ink must be used for filling out time cards.