



UC SANTA CRUZ FINANCIAL AID OFFICE

STUDENT TIME RECORD

Pay Period: ____/24/____ to ____/23/____

Employer / Agency:

Employee: _____

Employee ID #: _____

OFF-CAMPUS WORK STUDY

E-mail address: _____

Phone Number: _____

INCOMPLETE OR LATE TIME RECORDS MAY RESULT IN DELAY OF PAYCHECK

Instructions:

- 1 Please print clearly.
- 2 Indicate Supervisor's name for each position (#1 - #4).
- 3 Record daily the amount of time worked to the nearest quarter hour (i.e., 1.25, 1.75).
- 4 Please ensure hours recorded are not beyond the last day of the month.
- 5 Enter the total hours worked for each fund source in space provided.
- 6 Employee and supervisor(s) must sign in space provided.

Note:

Undergraduates who fall below 6 units and graduate students who fall below 5 units are not eligible to work under the work-study program

Students must be officially hired through the ER system and employment paperwork must be completed prior to working.

Supervisor's Name	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Total
JOB #1																																0.00
JOB #2																																0.00
JOB #3																																0.00
JOB #4																																0.00
Sick/Holiday																															0.00	
																Monthly Totals											0.00					

Fund # / Organization Code (Account #) / Activity Code (where applicable)	Supervisor's Signature	Date
JOB #1		
JOB #2		
JOB #3		
JOB #4		

To ensure timely pay, time records must be filled out monthly, signed and received by the Financial Aid office by the 23rd. Deadlines may vary for the months of February, November, and December. Please contact the Financial Aid Office for these dates.

FAX to: (831) 459-3628
Mail To: UCSC Financial Aid Office
Attn: Work-study Processor
1156 High Street
Santa Cruz, CA 95064

EMPLOYEE SIGNATURE _____

Date _____

	Sick Leave Accruals	
For SHIR Use Only	Balance Forward	
	Leave Used	
	Accrued this Period	
	Balance End of Current Month	
	Work Study Balance	