



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

Spring 2011 Work Study Balance Sheet

***Important:** This form must be completed by all **Federal Work Study and Texas Work Study students and their Supervisors**. All students receiving work study funds may not exceed their award allocation. This form must be completed and submitted to your hiring supervisor every pay period. Also note that **when all hours have been worked, you must immediately stop working**, unless other arrangements have been made through the Student Employment Office. **Any money earned in excess of the award allocation will be charged back to the hiring department at 100%. This form should be retained by the hiring supervisor in the students internal employment file.**

Please Complete This Form Each Bi-Weekly Pay-Period

Student's Name _____

Date of Hire _____

Supervisors Name _____

Department's Name _____

To determine the maximum amount of hours that the student may work during the Spring 2011 semester please complete the following equation:

Spring 2011 Work Study Award Amt. \$ _____ ÷ Hourly Rate \$ _____ = Hours Available _____

Please begin by subtracting the # of hours worked from the # of hours available. Each pay period continue to subtract the total # of hours worked from the total remaining hours until you arrive at zero (0) remaining hours. This means that the student has exhausted the work study award amount and must immediately stop working.

SPRING 2011 BIWEEKLY PAY PERIODS	TOTAL # OF HOURS WORKED	TOTAL REMAINING HOURS
To Be Paid on January 14, 2011 (12-23-2011 to 1-5-2011)		
To Be Paid on January 28, 2011 (1-6-2011 to 1-19-2011)		
To Be Paid on February 11, 2011 (1-20-2011 to 2-2-2011)		
To Be Paid on February 25, 2011 (2-3-2011 to 2-16-2011)		
To Be Paid on March 11, 2011 (2-17-2011 to 3-2-2011)		
To Be Paid on March 25, 2011 (3-3-2011 to 3-16-2011)		
To Be Paid on April 8, 2011 (3-17-2011 to 3-30-2011)		
To Be Paid On: April 22, 2011 (3-31-2011 to 4-13-2011)		
To Be Paid On: May 6, 2011 (4-14-2011 to 4-27-2011)		
To Be Paid on May 20, 2011 (4-28-2011 to 5-11-2011)		

Student Employment Office
Office of Human Resources
Mail Stop 1338, P.O. Box 519 Prairie View, TX 77446
Phone (936) 261-1793 Fax (936) 261-1734