



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

Spring 2012 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 2012 semester please complete the following equation:

Spring 2012 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 2012 BIWEEKLY PAY PERIODS	TOTAL # OF HOURS WORKED	TOTAL REMAINING HOURS
To Be Paid on January 20, 2012 (Dec 29-2011 – Jan 11-2012)		
To Be Paid on February 3, 2012 (Jan 12-2012 – Jan 25-2012)		
To Be Paid on February 17, 2012 (Jan 26-2012 – Feb 8-2012)		
To Be Paid on March 2, 2012 (Feb 9-2012 – Feb 22-2012)		
To Be Paid on March 14, 2012 (Feb 23-2012 – Mar 7-2012)		
To Be Paid on March 30, 2012 (Mar 8-2012 – Mar 21-2012)		
To Be Paid on April 13, 2012 (Mar 22-2012 – Apr 4-2012)		
To Be Paid on April 27, 2012 (Apr 5-2012 – Apr 18-2012)		
To Be Paid on May 11, 2012 (Apr 19-2012 – May 2-2012)		

Student Employment Office
Office of Human Resources
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