





**IMPORTANT: All Federal and Texas Work Study students and their supervisors must complete this form.** Work Study students may not exceed their award allocation. This form must be completed and submitted to your hiring supervisor every pay period. When all hours have been worked, you must immediately cease 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 must be retained by the hiring supervisor in the student's internal employment file. The Student Employment Office will request the updated form at any given time. Failure to provide the updated form or keep track of your time will result in dismissal from any of the student employment programs.

<b>Student's Name</b>		<b>Date of Hire</b>	
<b>Supervisor Name</b>		<b>Department</b>	

To determine the maximum number of hours that the student may work for each semester, please complete the following equation:

**Award Amount:** \$ \_\_\_\_\_ ÷ **Hourly Rate:** \$ \_\_\_\_\_ = **Hours Available** \_\_\_\_\_

Please begin by subtracting the number of hours **worked** from the number of hours **available**. Each pay period, continue to subtract the total number of hours worked from the total **remaining** hours, until you arrive at zero (0) remaining hours. Once you arrive at zero hours/award amount (0), you have **exhausted** the work-study award amount and must **immediately stop working**.

<b>EXAMPLE</b>	<b>Total Hours Worked</b>	<b>Remaining Hours</b>	<b>Student Initials</b>	<b>Supervisor Initials</b>
	<b>Total Dollars Earned</b>	<b>Remaining Dollars</b>		
Student has 205 hours or \$1750 in work-study funds. He has worked 40 hours and earned \$340.00.	<b>40</b>	<b>165</b>		
	<b>\$340.00</b>	<b>\$1,410.00</b>		

<b>Fall 2016 Biweekly Pay Periods</b>	<b>Total Hours Worked</b>	<b>Remaining Hours</b>	<b>Student Initials</b>	<b>Supervisor Initials</b>
	<b>Total Dollars Earned</b>	<b>Remaining Dollars</b>		
<b>To Be Paid on September 16, 2016</b> (September 01, 2016 – September 07, 2016)				
<b>To Be Paid on September 30, 2016</b> (September 08, 2016 – September 21, 2016)				
<b>To Be Paid on October 14, 2016</b> (September 22, 2016 – October 5, 2016)				
<b>To Be Paid on October 28, 2016</b> (October 06, 2016 – October 19, 2016)				
<b>To Be Paid on November 10, 2016</b> (October 20, 2016 – November 2, 2016)				
<b>To Be Paid on November 23, 2016</b> (November 3, 2016 – November 16, 2016)				
<b>To Be Paid on December 09, 2016</b> (November 17, 2016 – November 30, 2016)				
<b>To Be Paid on December 22, 2016</b> (December 01, 2016 – December 14, 2016)				
<b>To Be Paid on January 06, 2017</b> (December 15, 2016 – December 28, 2016)				
<b>To Be Paid on January 20, 2017</b> (December 29, 2016 – January 11, 2017)				

AWARD AMOUNT: \$ \_\_\_\_\_ ÷ HOURLY RATE: \$ \_\_\_\_\_ = HOURS AVAILABLE \_\_\_\_\_

Spring 2016 Biweekly Pay Periods	Total Hours Worked	Remaining Hours	Student Initials	Supervisor Initials
	Total Dollars Earned	Remaining Dollars		
To Be Paid on February 03, 2017 (January 12, 2017 – January 25, 2017)				
To Be Paid on February 17, 2017 (January 26, 2017 – February 08, 2017)				
To Be Paid on March 03, 2017 (February 09, 2017 – February 22, 2017)				
To Be Paid on March 15, 2017 (February 23, 2017 – March 08, 2017)				
To Be Paid on March 31, 2017 (March 09, 2017 – March 22, 2017)				
To Be Paid on April 14, 2017 (March 23, 2017 – April 05, 2017)				
To Be Paid on April 28, 2017 (April 06, 2017 – April 19, 2017)				
To Be Paid on May 12, 2017 (April 20, 2017 – May 03, 2017)				
To Be Paid on May 26, 2017 (May 04, 2017 – May 17, 2017)				
To Be Paid on June 09, 2017 (May 18, 2017 – May 31, 2017)				
To Be Paid on June 23, 2017 (June 01, 2017 – June 14, 2017)				

AWARD AMOUNT: \$ \_\_\_\_\_ ÷ HOURLY RATE: \$ \_\_\_\_\_ = HOURS AVAILABLE \_\_\_\_\_

Summer 2016 Biweekly Pay Periods	Total Hours Worked	Remaining Hours	Student Initials	Supervisor Initials
	Total Dollars Earned	Remaining Dollars		
To Be Paid on July 07, 2017 (June 15, 2017 – June 28, 2017)				
To Be Paid on July 21, 2017 (June 29, 2017 – July 12, 2017)				
To Be Paid on August 04, 2017 (July 13, 2017 – July 26, 2017)				
To Be Paid on August 18, 2017 (July 27, 2017 – August 09, 2017)				
To Be Paid on September 01, 2016 (August 10, 2017 – August 23, 2017)				
To Be Paid on September 08, 2017 (August 24, 2017 – August 31, 2017)				