

# Instructions for Completing State Work Study Time Sheet

**Student:** Complete the Student Section. For the “First day hours were worked” enter the first day (month/day/year) in this pay period on which you worked. For “Last day hours were worked” enter the last day (month/day/year) in this pay period on which you worked. Enter the number of hours you worked under “Record of actual hours worked” next to the appropriate date. At the end of the pay period, total the “Record of actual hours worked” and enter that figure on the “Total hours worked” line. Read and sign the statement regarding your certification of the hours reported and your continued eligibility for the State Work Study program. Be sure to date the form on or after the last day worked. Give the form to your supervisor.

**Employer:** After paying the student the hours reported in the Student Section, type, or print in ink, all information requested in the Employer Section. Read the employer’s certification statement, then sign and print your name, and date the form (on or after the last day the student worked). Retain a copy of the time sheet for your records. Forward the original to the student’s college for processing.

**Important:** Complete the time sheet accurately; any blank or incorrect items may delay your reimbursement. Time sheets not forwarded to the student’s college within 15 days of the end of the pay period may deny reimbursement.

**College:** Verify the information on the time sheet. Once verified, complete the College Section, including institution code (from the list below). Retain a copy of the time sheet for institutional records. Forward the original to the Higher Education Coordinating Board (HECB) for employer reimbursement. Incomplete or late time sheets submitted to the HECB can result in delayed or denied reimbursement for employers.

## INSTITUTION CODES (HECB assigned)

3080 Antioch University	3130 Northwest University	3190 University of Puget Sound
3090 Bastyr University	3140 Pacific Lutheran University	3200 Walla Walla University
3100 Cornish College of the Arts	3150 Saint Martin’s University	3210 Whitman College
3110 Heritage University	3160 Seattle Pacific University	3220 Whitworth University
3120 Gonzaga University	3170 Seattle University	

## EXAMPLE

### WASHINGTON STATE WORK STUDY PROGRAM TIME SHEET

- Student Section:**  
Student fills out entire left side of time sheet.

STUDENT SECTION	EMPLOYER SECTION																																																																
<ol style="list-style-type: none"> <li>Last Name, First Name (please print) _____</li> <li>Serial Identity Number _____</li> <li>Name of College _____</li> <li>Job Title _____</li> <li>First day hours were worked: _____ <small>Month / Day / Year</small></li> <li>Last day hours were worked: _____ <small>Month / Day / Year</small></li> <li>Record of actual hours worked:                     <table style="width: 100%; border-collapse: collapse;"> <tr><td>01</td><td>_____</td><td>16</td><td>_____</td></tr> <tr><td>02</td><td>_____</td><td>17</td><td>_____</td></tr> <tr><td>03</td><td>_____</td><td>18</td><td>_____</td></tr> <tr><td>04</td><td>_____</td><td>19</td><td>_____</td></tr> <tr><td>05</td><td>_____</td><td>20</td><td>_____</td></tr> <tr><td>06</td><td>_____</td><td>21</td><td>_____</td></tr> <tr><td>07</td><td>_____</td><td>22</td><td>_____</td></tr> <tr><td>08</td><td>_____</td><td>23</td><td>_____</td></tr> <tr><td>09</td><td>_____</td><td>24</td><td>_____</td></tr> <tr><td>10</td><td>_____</td><td>25</td><td>_____</td></tr> <tr><td>11</td><td>_____</td><td>26</td><td>_____</td></tr> <tr><td>12</td><td>_____</td><td>27</td><td>_____</td></tr> <tr><td>13</td><td>_____</td><td>28</td><td>_____</td></tr> <tr><td>14</td><td>_____</td><td>29</td><td>_____</td></tr> <tr><td>15</td><td>_____</td><td>30</td><td>_____</td></tr> <tr><td>16</td><td>_____</td><td>31</td><td>_____</td></tr> </table> </li> <li>Total hours worked: _____ <small>"I hereby certify this time sheet is a true and correct statement of the hours I worked, and that I have State Work Study eligibility to cover my gross earnings."</small></li> <li>Student's Signature _____ <small>Date signed (on or after last day worked)</small></li> </ol>	01	_____	16	_____	02	_____	17	_____	03	_____	18	_____	04	_____	19	_____	05	_____	20	_____	06	_____	21	_____	07	_____	22	_____	08	_____	23	_____	09	_____	24	_____	10	_____	25	_____	11	_____	26	_____	12	_____	27	_____	13	_____	28	_____	14	_____	29	_____	15	_____	30	_____	16	_____	31	_____	<p>Verify the information in the <u>Student Section</u>. Type, or print in ink, all items requested in this section. Submit the time sheet to the student's college within 15 days from the end of the current pay period to prevent denial of reimbursement. You should receive reimbursement from the Higher Education Coordinating Board within three to six weeks. An incorrect or blank item may delay reimbursement.</p> <ol style="list-style-type: none"> <li>Hourly rate of pay: \$ _____</li> <li>Gross compensation: \$ _____</li> <li>FICA: \$ _____</li> <li>Other deductions: \$ _____</li> <li>Net earnings: \$ _____</li> <li>Name of Business or Organization (please print) _____</li> <li>Employer Identification Number (EIN) _____ <small>"This time sheet is a true and correct statement of the time worked by this student. The student has completed the assignment satisfactorily, continues to have State Work Study eligibility, and has been paid by check or direct deposit the amount of net earnings as shown. I hereby certify, under penalty of perjury under the laws of the state of Washington, the foregoing is true and correct."</small></li> <li>Supervisor's Signature _____ Supervisor's Name (please print) _____ <small>Date signed (on or after student's last day worked)</small></li> </ol>
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	<ol style="list-style-type: none"> <li>Date received by college: _____</li> <li>Authorized by: _____</li> <li>Institution code: _____</li> <li>Position number: _____</li> <li>Reimbursement rate: _____</li> <li>Reimbursement amount: \$ _____</li> </ol>																																																																

- Employer Section:**  
Employer completes top ¾ of right side of time sheet. In order to receive prompt reimbursement, ensure the time sheet is completed accurately and forward to the college within the 15 days of the end of the pay period.

- College Section:**  
In order to expedite the employer’s reimbursement, process and forward the time sheet to the HECB as soon as possible.

