

MANUAL Student Employment Office Office of Career Services	SECTION Record Keeping and Monitoring Requirements	PAGE 1 / 1
SUBJECT <i>Time Records</i>		REVISED

The employing department must maintain an accurate daily time record (in addition to the Standard Time Report) indicating the hours worked for all student employees. For Federal Work-Study (FWS) students, the time record/sheet must include: (1) the student's signature, (2) the supervisor's signature, (3) department approval, and (4) a statement regarding the satisfactory performance of the assigned work task. A standardized time sheet for this campus is available in the Forms Section for your use. Institutional policy and federal regulations require the use of this time sheet for all FWS students. However, the form was designed for use by the departments to satisfy the daily time record requirements of the institution for Regular Student Employees as well.