



**Student Time-Sheet 16-MONTH END
(HR-17.4)**

Name _____

Please print clearly

Department _____

PLEASE RETURN TO THE FINANCIAL AID OFFICE BY THE 1ST!

Month	Date	Time Worked				Total
		Start Time	End Time	Start Time	End Time	
	16					
	17					
	18					
	19					
	20					
	21					
	22					
	23					
	24					
	25					
	26					
	27					
	28					
	29					
	30					
	31					
Total Hours						

According to WV state law, any work period over 6 hours must show a minimum 30 minute meal break.

**This pay period WILL BE PAID ON THE 5th of the following month.
(If the 5th falls on a weekend or holiday, pay will be issued the business day before)**

Student Signature _____

Date _____

Supervisor's Signature _____

Date _____