

**COLLEGE OF STATEN ISLAND/CUNY
FEDERAL WORK STUDY SIGN-IN SHEET**

\$ _____	Previous unearned balance
- \$ _____	Amount earned this pay period
= \$ _____	Remaining unearned amount

NAME: _____

DEPARTMENT: _____

For 2-week period, Saturday _____ through Friday _____

A ½ hour unpaid work break is mandatory if more than six consecutive hours are worked.

Day	Date	Time In	Break Out	Break In	Time Out	Total Hours Worked	Student's Signature
Sat.							
Sun.							
Mon.							
Tues.							
Wed.							
Thurs.							
Fri.							

Day	Date	Time In	Break Out	Break In	Time Out	Total Hours Worked	Student's Signature
Sat.							
Sun.							
Mon.							
Tues.							
Wed.							
Thurs.							
Fri.							
						TOTAL HOURS	

REMEMBER YOU MAY NOT WORK MORE THAN 20 HOURS PER WEEK.