

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

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

NAME: \_\_\_\_\_ EMPL ID \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

For 2-wk period, Sunday \_\_\_\_\_ through Saturday \_\_\_\_\_

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
Sun							
Mon							
Tues							
Wed							
Thurs							
Fri							
Sat							

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

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