

# 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 the pink copy of the time sheet for your records. Forward the white and yellow copies 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 the yellow copy of the time sheet for institutional records. Forward the white copy 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

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

WASHINGTON STATE WORK STUDY PROGRAM  
TIME SHEET

STUDENT SECTION	EMPLOYER SECTION
1. Last Name, First Name (please print)	Verify the information in the Student Section. 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.
2. Social Security Number	
3. Name of College/University	
4. Job Title	
5. First day hours were worked: _____ Month / Day / Year	
6. Last day hours were worked: _____ Month / Day / Year	
7. Record of actual hours worked:	
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 _____	
8. Total hours worked: _____ 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.	11. Hourly rate of pay: \$ _____
9. Student's Signature	12. Gross Compensation: \$ _____
10. Date signed (on or after last day worked)	13. FICA: \$ _____
	14. Other Deductions: \$ _____
	15. Net Earnings: \$ _____
	16. _____
	17. Name of Business or Organization (please print)
	18. Employer Identification Number (EIN) (if any)
	19. Supervisor's Signature
	Supervisor's Name (please print)
	Date signed (on or after student's last day worked)
	20. Date received by college: _____
	21. Authorized by: _____
	22. Institution code: _____
	23. Position number: _____
	24. Reimbursement rate: _____
	25. Reimbursement amount: \$ _____

**2. Employer Section:**  
Employer completes top 3/4 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.

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

