

Office of Financial Aid, Philadelphia College of Osteopathic Medicine

Federal Work Study Time Log (2016-2017)

Campus (check box):	<input type="checkbox"/> Georgia	<input type="checkbox"/> Philadelphia		
Department:		Department's 4 Digit Organization #:	_ _ _ _	
Supervisor Name:		Timekeeper Name:		
Student Name:		Student Banner ID #:	900 _ _ _ _ _	

- Instructions:**
- Only use this form if student *cannot* clock in and out via Kronos timekeeping stations.
 - Do *not* use military time format (ex 18:00).
 - * Per state regulation, subtract 30 minutes (-00:30) to account for lunch if student works shift of 05:00 or more hours.

Day	Date	Time In	Time Out	Hours Worked	Must subtract 00:30 for lunch if student worked shift of 05:00 or more *	New Total Hours Worked
Sun	___/___	___:___ AM PM	___:___ AM PM	___:___ hours	<input type="checkbox"/> yes, subtract 00:30	___:___ hours
Mon	___/___	___:___ AM PM	___:___ AM PM	___:___ hours	<input type="checkbox"/> yes, subtract 00:30	___:___ hours
Tues	___/___	___:___ AM PM	___:___ AM PM	___:___ hours	<input type="checkbox"/> yes, subtract 00:30	___:___ hours
Wed	___/___	___:___ AM PM	___:___ AM PM	___:___ hours	<input type="checkbox"/> yes, subtract 00:30	___:___ hours
Thurs	___/___	___:___ AM PM	___:___ AM PM	___:___ hours	<input type="checkbox"/> yes, subtract 00:30	___:___ hours
Fri	___/___	___:___ AM PM	___:___ AM PM	___:___ hours	<input type="checkbox"/> yes, subtract 00:30	___:___ hours
Sat	___/___	___:___ AM PM	___:___ AM PM	___:___ hours	<input type="checkbox"/> yes, subtract 00:30	___:___ hours
WEEK 1 TOTAL HOURS:						___:___ hours

Day	Date	Time In	Time Out	Hours Worked	Must subtract 00:30 for lunch if student worked shift of 05:00 or more *	New Total Hours Worked
Sun	___/___	___:___ AM PM	___:___ AM PM	___:___ hours	<input type="checkbox"/> yes, subtract 00:30	___:___ hours
Mon	___/___	___:___ AM PM	___:___ AM PM	___:___ hours	<input type="checkbox"/> yes, subtract 00:30	___:___ hours
Tues	___/___	___:___ AM PM	___:___ AM PM	___:___ hours	<input type="checkbox"/> yes, subtract 00:30	___:___ hours
Wed	___/___	___:___ AM PM	___:___ AM PM	___:___ hours	<input type="checkbox"/> yes, subtract 00:30	___:___ hours
Thurs	___/___	___:___ AM PM	___:___ AM PM	___:___ hours	<input type="checkbox"/> yes, subtract 00:30	___:___ hours
Fri	___/___	___:___ AM PM	___:___ AM PM	___:___ hours	<input type="checkbox"/> yes, subtract 00:30	___:___ hours
Sat	___/___	___:___ AM PM	___:___ AM PM	___:___ hours	<input type="checkbox"/> yes, subtract 00:30	___:___ hours
WEEK 2 TOTAL HOURS:						___:___ hours

Supervisor/Timekeeper Signature:		Date:	___/___/___	Total Pay Period Hours:	___:___ hours
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Work study students must return this form to their work study position supervisor/timekeeper.

Students may work up to 20 hours per week while attending classes. Returning students that are working during the summer while not attending classes may work up to 30 hours per week. Complete details on the Federal Work Study program can be read [here](#). If you have any questions regarding the Federal Work Study program, please contact your appropriate financial aid office.

PCOM Office of Financial Aid

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GA-PCOM 678-225-7500

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