

Federal Workstudy Spring 2020 Schedule
Last Day for Spring 2020 FWS is May 5, 2020

Please complete this form to confirm total of hours your work-study student was scheduled to work in Spring 2020.
These scheduled hours should be inputted into Kronos for bi-weekly sign-off.
Do not add hours that the student was not originally scheduled to work.

Employer/ Department Name: _____
 Student Name: _____
 Student Job Title: _____
 Student TUID: _____
 Supervisor Name: _____
 Supervisor's Email Address: _____
 Supervisor's Telephone Number: _____

WEEK #1

| <i>Dates must be indicated</i> | Time In | Lunch Out | Lunch In | Time Out | Hours Scheduled Daily |
|--------------------------------|---------|-----------|----------|------------------------------|-----------------------|
| Sunday: / / | | | | | |
| Monday: / / | | | | | |
| Tuesday: / / | | | | | |
| Wednesday : / / | | | | | |
| Thursday: / / | | | | | |
| Friday : / / | | | | | |
| Saturday: / / | | | | | |
| | | | | Total Hours Scheduled | |

WEEK #2

| <i>Dates must be indicated</i> | Time In | Lunch Out | Lunch In | Time Out | Hours Scheduled Daily |
|--------------------------------|---------|-----------|----------|------------------------------|-----------------------|
| Sunday: / / | | | | | |
| Monday: / / | | | | | |
| Tuesday: / / | | | | | |
| Wednesday : / / | | | | | |
| Thursday: / / | | | | | |
| Friday : / / | | | | | |
| Saturday: / / | | | | | |
| | | | | Total Hours Scheduled | |

Total Hours Scheduled Bi-weekly: _____

I hereby certify that these are the scheduled Spring 2020 work-study hours for this student

Supervisor Signature: _____ Date: _____

Email signed form(s) to: wkstudy@temple.edu

Attention: Sandra Mejia- Associate Director of Student Financial Service. You must submit a form for every Federal work-study student who will not be working remotely but will be paid for unworked hours as per COVID-19 Disaster Relief regulations.