



LaGuardia Community College – Student Financial Services (SFS)

FEDERAL WORK-STUDY PROGRAM

2023 - 2024 Sign-In Sheet

FWS Department: _____ Location: _____

FWS Supervisor: _____ Semester: _____

Student's Last Name: _____ First _____

Pay Period From Date: ____/____/____

To Date: ____/____/____

IMPORTANT:

- Federal Regulation mandates to keep sign-in sheets for each FWS students on file for up to 7 years.
- Student are not allowed to work during scheduled class hours.
- Students may work during holidays & inter-sessions, as long as office is open and students are supervised at all times.
- Round-off work hours to half- hour or 15 minutes = **.25 hours**; 30 minutes = **.50 hours**; 45 mins = **.75 hours**
- ***Break Taken-** if student works more than six consecutive hours, it is **mandatory** to take a 30-minute unpaid break.
- **** Total Hours** – cannot exceed 20 hours per week. Please make sure students do not work over their FWS limit.

Week 1: Enter Date	Time-In	Time-Out	Time-In	Time-Out	Break Taken*	Total Hours**	Student Signature
Sun. -							
Mon. -							
Tues. -							
Wed. -							
Thurs. -							
Fri. -							
Sat. -							

Week 2: Enter Date	Time-In	Time-Out	Time-In	Time-Out	Break Taken*	Total Hours**	Student Signature
Sun. -							
Mon. -							
Tues. -							
Wed. -							
Thurs. -							
Fri. -							
Sat. -							

Approved by Supervisor: _____ Date: _____

Note: Student must submit this sign-in sheet to their supervisor by Friday before each due date. Failure to do so will result in non-payment or delayed payment.