

2025-2026 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.