

PAINE COLLEGE

Office of Financial Aid
1235 Fifteenth Street Augusta, GA 30901-3182

Telephone: 706-821-8262 1-800-476-7703
Fax: 706-821-8691

WORK STUDY EMPLOYEE DAILY TIME RECORD

EMPLOYEE: _____ SSN: _____ ID# _____

PAY PERIOD BEGINNING: _____ PAY PERIOD ENDING: _____

Report quarter hours only: 15 minutes = .25; 30 minutes = .50; 45 minutes = .75

DAY	DATE	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	TOTAL
SUNDAY												
MONDAY												
TUESDAY												
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THURSDAY												
FRIDAY												
SATURDAY												

Work Study Employee Signature/Date _____

Work Study Supervisor Signature/Date _____