

The University of Houston's Office of  
Scholarships & Financial Aid  
Off-Campus Time Sheet 2006-2007

UH Pay Period: \_\_\_\_\_

(Students must sign in and out daily as they report and leave work)

Student's Name: \_\_\_\_\_

Pay Period Began: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Pay Period Ended: \_\_\_\_\_

WEEK 1					WEEK 2				
Week Day	Today's Date	Time		Total Hrs. Worked	Week Day	Today's Date	Time		Total Hrs. Worked
		IN	OUT				IN	OUT	
MON.					MON.				
TUES.					TUES.				
WED.					WED.				
THURS.					THURS.				
FRI.					FRI.				
SAT.					SAT.				
SUN.					SUN.				
Total Hours Worked in Week 1:					Total Hours Worked in Week 2:				
					Total Hours Worked in Weeks 1 & 2:				

I hereby certify that this Time Sheet is an accurate statement of the hours in which I worked.

\_\_\_\_\_  
CWS Employee Signature

\_\_\_\_\_  
Date

I hereby certify that this Time Sheet is an accurate statement of the hours worked by the above named student for this pay period.

\_\_\_\_\_  
Supervisor's Signature (signing constitutes approval)

\_\_\_\_\_  
Date