WorkAbility or TPP Paid

Instructions for Completing Student Time Sheets (revised)

The following are District Requirements for completion of student time sheets:

1.   Students Name (please make sure it is legible).

2.   Last 4 digits of Social Security Number.

3.   Month and year of days worked.

4.   Need both the name of the work site and the job performed.

5.   Date worked.

6.   Time In – must have the time they started work for each day.

7.   Time Out – must have the time they ended work for each day.

8.   Lunch or break period:
Students working 5 hours in one day are required by law to take a half hour lunch break.

9.   Hours worked in day – must be rounded to the nearest quarter hour.

10.   Signature or initial of employer is required for each day worked

11.   If they work two different jobs, use two different time sheets.

12.   Total hours worked for the month

13.   Signature of student.

14.   Street address. (This does not change the address that is on file. The student must complete an address change with HR.)

15.   City, state and zip.

16.   Please leave Site Department Program Manager line blank, this is where Joyce signs.

17.   CTS signature on line in bottom left corner.