

## **Student Sign-In Sheet**

t:		Pay P	eriod:	
Time In	Time Out	Time In	Time Out	Daily Tota Worked
	Total	Monthly Hours Wo	rked:	
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	Time In	Time In Time Out	Time In Time Out Time In	Total Monthly Hours Worked:

2300 E. Gibson Rd. ● Woodland, CA 95776

Retain this document for your records. The Financial Aid Office may request a copy. Create one each month.

Phone: 530-661-5725 ● Fax: 530-661-1571 ● www.wcc.yccd.edu

## FEDERAL WORK STUDY AWARD TRACKING FORM

Student Name (print):					Student ID:						
2023-2024 FWS Award Amount:											
	Monthly Pay Date	Total Monthly Hours Worked		Pay Rate		FWS Monthly Earnings	FWS Award Balance		FWS Monthly Earnings		Remaining FWS

	Monthly Pay Date	Total Monthly Hours Worked		Pay Rate		FWS Monthly Earnings	FWS Award Balance		FWS Monthly Earnings		Remaining FWS Award
Example	8/10/23	80	X	\$15.50	-	\$1,240.00	\$7,785.00	-	\$1,240.00	=	\$6,545.00
Example	9/10/23	60	X	\$15.50	=	\$930.00	\$6,545.00	-	\$930.00	=	\$5,615.00
Jul 2023	8/10/23		x		=			-		=	
Aug 2023	9/10/23		х		=			-		=	
Sept 2023	10/10/23		х		=			-		=	
Oct 2023	11/10/23		х		=			-		=	
Nov 2023	12/10/23		х		=			-		=	
Dec 2023	1/10/24		х		=			-		=	
Jan 2024	2/10/24		х		=			-		=	
Feb 2024	3/10/24		х		=			-		=	
Mar 2024	4/10/24		х		=			-		=	
Apr 2024	5/10/24		х		=			-		=	
May 2024	6/10/24		х		=			-		=	
Jun 2024	7/10/24		х		=			-		=	

This tracking form is provided as a tool for students to keep track of the unearned portion of his/her FWS award.

- Students may only work hours approved for FWS, not to exceed 20 hours per week.
- Students must maintain Satisfactory Academic Progress each semester term of award.
- Students must ensure FWS hours worked are submitted via Self Service on a weekly basis, and no later than the last day of each month in which he/she accrued FWS hours worked.
- FWS paychecks are mailed out on the 10<sup>th</sup> of each month from the YCCD District Office.
- Students must coordinate his/her work schedule with the appropriate FWS Supervisor to maximize the FWS award.