

## Student Sign-In Sheet

**Name (print):** \_\_\_\_\_

ID# \_\_\_\_\_

Job Site/Department: \_\_\_\_\_

**Pay Period:** \_\_\_\_\_

[illegible]

**Total Monthly Hours Worked:** \_\_\_\_\_

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**Student's Signature**

Date \_\_\_\_\_

Supervisor's Signature

Date \_\_\_\_\_

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

## FEDERAL WORK STUDY AWARD TRACKING FORM

Student Name (print): \_\_\_\_\_ Student ID: \_\_\_\_\_

2024-2025 FWS Award Amount: \_\_\_\_\_

	Monthly Pay Date	Total Monthly Hours Worked		Pay Rate		FWS Monthly Earnings	FWS Award Balance		FWS Monthly Earnings		Remaining FWS Award
<b>Example</b>	<b>8/10/23</b>	<b>80</b>	x	<b>\$15.50</b>	=	<b>\$1,240.00</b>	<b>\$7,785.00</b>	-	<b>\$1,240.00</b>	=	<b>\$6,545.00</b>
<b>Example</b>	<b>9/10/23</b>	<b>60</b>	x	<b>\$15.50</b>	=	<b>\$930.00</b>	<b>\$6,545.00</b>	-	<b>\$930.00</b>	=	<b>\$5,615.00</b>
Jul 2024	8/09/24		x		=			-		=	
Aug 2024	9/10/24		x		=			-		=	
Sept 2024	10/10/24		x		=			-		=	
Oct 2024	11/08/24		x		=			-		=	
Nov 2024	12/10/24		x		=			-		=	
Dec 2024	1/10/25		x		=			-		=	
Jan 2025	2/10/25		x		=			-		=	
Feb 2025	3/10/25		x		=			-		=	
Mar 2025	4/10/25		x		=			-		=	
Apr 2025	5/09/25		x		=			-		=	
May 2025	6/10/25		x		=			-		=	
Jun 2025	7/10/25		x		=			-		=	

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.