

## 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: \_\_\_\_\_

2026-2027 FWS Award Amount: \_\_\_\_\_

|                | Monthly<br>Pay Date | Total Monthly<br>Hours Worked |   | Pay Rate       |   | FWS Monthly<br>Earnings | FWS Award<br>Balance |   | FWS Monthly<br>Earnings |   | Remaining<br>FWS<br>Award |
|----------------|---------------------|-------------------------------|---|----------------|---|-------------------------|----------------------|---|-------------------------|---|---------------------------|
| <b>Example</b> | <b>8/10/26</b>      | <b>80</b>                     | x | <b>\$16.90</b> | = | <b>\$1,352.00</b>       | <b>\$3,650.00</b>    | - | <b>\$1,352.00</b>       | = | <b>\$2,298.00</b>         |
| <b>Example</b> | <b>9/10/26</b>      | <b>60</b>                     | x | <b>\$16.90</b> | = | <b>\$930.00</b>         | <b>\$2,298.00</b>    | - | <b>\$1,014.00</b>       | = | <b>\$1,284.00</b>         |
| Jul 2026       | 8/10/26             |                               | x |                | = |                         |                      | - |                         | = |                           |
| Aug 2026       | 9/10/26             |                               | x |                | = |                         |                      | - |                         | = |                           |
| Sept 2026      | 10/9/26             |                               | x |                | = |                         |                      | - |                         | = |                           |
| Oct 2026       | 11/10/26            |                               | x |                | = |                         |                      | - |                         | = |                           |
| Nov 2026       | 12/10/26            |                               | x |                | = |                         |                      | - |                         | = |                           |
| Dec 2026       | 1/8/27              |                               | x |                | = |                         |                      | - |                         | = |                           |
| Jan 2027       | 2/10/27             |                               | x |                | = |                         |                      | - |                         | = |                           |
| Feb 2027       | 3/10/27             |                               | x |                | = |                         |                      | - |                         | = |                           |
| Mar 2027       | 4/9/27              |                               | x |                | = |                         |                      | - |                         | = |                           |
| Apr 2027       | 5/10/27             |                               | x |                | = |                         |                      | - |                         | = |                           |
| May 2027       | 6/10/27             |                               | x |                | = |                         |                      | - |                         | = |                           |
| Jun 2027       | 7/9/27              |                               | 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.