



**STUDENT/WORK STUDY / READY TO WORK PROGRAM  
TIME REPORT**

**FORMPR99S  
02/11/2002**

Dept# \_\_\_\_\_

College Name \_\_\_\_\_

Employee Name	Employee ID	Social Security#	Position #	Begin Date	End Date
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*PLEASE REMEMBER TO CALCULATE OVERTIME ACCURATELY.*

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	TOTAL	
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		31
<b>WKS</b> Workstudy																	
<b>AMR</b> America Reads																	
<b>RTW</b> Ready to Work																	
<b>STU</b> Student																	
<b>Totals</b>																	

\*Use the following earnings codes if necessary (refer to listing for additional codes): **HOT** – 1.5 Overtime **OVT** – 1.0 Overtime  
Summary Data for bi-monthly payperiod.

Program	Hours	Pay Rate	Amount	Position #	Account Number
WKS					
AMR					
RTW					
STU					

I certify that the hours entered above are the hours worked by me in this payperiod.

Employee's Signature: \_\_\_\_\_

I certify that the hours entered above are the hours worked in the payperiod by the above named employee. Supervisor's Signature: \_\_\_\_\_