

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

College Work Study Program Time Card

Please Print

Name of Student: _____ UTSA ID or EID: _____

College Division or Agency: _____ Job Title: _____

Tel. No. of Div./Agency: _____ Account No.: _____

Student's Supervisor: _____ Payroll Period: _____

This time report is to be completed by all supervisors of work-study students on a daily basis and kept at the student's work study assignment. ***I (We) certify that the time being reported on this report is exact, and that all work was performed as indicated.***

Student's Signature Date Supervisor's Signature Date

Print name _____

NOTE: Time cards are to be submitted to the Financial Aid Office no later than 9:00 a.m. on the 1st work day following the 15th and last day of each month.

Graduate Undergraduate

	FIRST WEEK				SECOND WEEK				THIRD WEEK			
	Date	Time In	Time Out	Total Hrs.	Date	Time In	Time Out	Total Hrs.	Date	Time In	Time Out	Total Hrs.
Sun.												
Mon.												
Tues.												
Weds.												
Thurs												
Fir.												
Sat.												
	TOTAL WEEKLY HOURS				TOTAL WEEKLY HOURS				TOTAL WEEKLY HOURS			

TOTAL PAY PERIOD HOURS	
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Deviations (use back of time card if necessary)

DATE	CLASS TIME	WORK TIME	REASON

PRIVACY NOTICE

With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.