



Rust College Student Worksite SIGN-IN/SIGN-OUT SHEET

This form is to be used by all students on work study as a daily sign-in/out sheet.

Student's Name: _____ Student ID: _____
Please Print

Month _____ Academic School Year _____

Supervisor's Name: _____ Department: _____

First Week

Week Days	Dates	Name of Activity Brief Description	Beginning Time	Ending Time	Student's Signature	Supervisor's Signature	Total Hours
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

Second Week

Week Days	Dates	Name of Activity Brief Description	Beginning Time	Ending Time	Student's Signature	Supervisor's Signature	Total Hours
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

Student's Name: _____ Student ID: _____
Please Print

Third Week

Week Days	Dates	Name of Activity Brief Description	Beginning Time	Ending Time	Student's Signature	Supervisor's Signature	Total Hours
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

Fourth Week

Week Days	Dates	Name of Activity Brief Description	Beginning Time	Ending Time	Student's Signature	Supervisor's Signature	Total Hours
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

Note to Supervisors: Please file this form in the Work Study Student's file in your office for future references. The Student may make a copy of this form for their personal file.

Hours worked and recorded on this form must be transferred to the Master Time Sheet which must be returned to the Financial Aid Office to be processed for compensation.