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## Washington State Work-Study Program

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### A Guide to Completing the Washington State Work-Study Program Time Sheet

The Washington State Work-Study (SWS) Program Time Sheet is the document used by participating employers to request reimbursement for the contract-authorized percentage of gross hourly wages paid to eligible students working in approved SWS positions.

To avoid processing delays for your reimbursement, be sure to use the instructions that follow to complete your time sheets. Time sheets which are missing information and/or have discrepant information require additional review and processing and typically result in reimbursement to the employer being delayed while the problems are being researched and resolved.

Following is information about how to avoid the most common errors made when completing the SWS Time Sheet:

- ⇒ **Item 3: Student's College/University.** This item should indicate "Seattle University." Please note that our main campus has a different address from the Seattle University School of Law and that we are not Seattle Pacific University. Always mail your time sheets to the appropriate school and office.
- ⇒ **Item 4: Student's Job Title.** The job title must match exactly the approved job description on file for the organization. For example, if the job description was approved for a "Data Entry Clerk," it is not acceptable to enter "Word Processor" on the time sheet.
- ⇒ **Items 5 and 6: First & Last Day Hours Were Worked.** These dates must correspond to the first and last day of the pay period for which hours are recorded in **Item 7**. In addition, pay periods may not overlap between time sheets. We are unable to authorize reimbursement for a time sheet which overlaps the pay period indicated on a previous time sheet.
- ⇒ **Item 7: Record of Actual Hours Worked.** Time sheets cannot be used for periods over **31 days** in length. If your pay period is longer than 31 days, you must report the hours worked on two separate time sheets. The numbered lines in this item correspond to the dates of the month; enter the hours the student worked on the line that corresponds to the date the hours were worked. **This is not a time card and should not be used to record time-in and time-out.** The hours reported for each day should represent the total number of hours worked by the student on that date.
  - Partial hours must be recorded as decimals. Under the decimal system, 15 minutes equals 0.25 hours, 30 minutes equals 0.50 hours and 45 minutes equals 0.75 hours. If your organization tracks partial hours according to an exact decimal system, you may enter the exact figures used to calculate the student's wages.
  - During the academic year, students participating in the SWS program are limited to working 19 hours per week. We consider a week as beginning on Monday and ending on the following Sunday; we base our calculation on each time sheet presented. We are unable to authorize reimbursement for hours in excess of the maximum allowed by the rules of this program. If an employer consistently abuses this policy, they may be prohibited from participating in the SWS program.

- ⇒ **Item 8: Total Hours Worked.** This total should equal the sum of all hours reported in **Item 7**. Please check this total before you submit the time sheet.
- ⇒ **Item 10: Date Signed.** The date must be legible, written in ink and **on or after the last day worked** by the student during this pay period. No one may sign on the student's behalf, nor may any documentation replace the correct signature and date.
- ⇒ **Item 11: Hourly Rate of Pay.** The rate of pay must fall within the range that was approved on the job description for the position. The rate may be carried no further than two places to the right of the decimal point. Only one rate is allowed on each time sheet. If the student has varying rates during one pay period, a separate time sheet must be submitted for each rate. Please attach a letter of explanation for the varying rates.
- ⇒ **Item 12: Gross Compensation.** The figure entered must equal the product of the total hours worked (**Item 8**) and the hourly rate of pay (**Item 11**): **Item 8 x Item 11 = Item 12**. Please check this calculation before you submit the time sheet to our office.
- ⇒ **Items 13 and 14: FICA & Other Deductions.** You must report the appropriate deductions in each item. FICA is typically 7.65% of gross compensation; Social Security, 6.2%; and Medicare, 1.45%.
- ⇒ **Item 15: Net Earnings.** The Gross Compensation (**Item 12**) minus FICA (**Items 13**) and other deductions (**Item 14**).

*Any adjustments made to **Items 12 through – 15**, need the student's and supervisor's initials and date of the correction before the time sheet is submitted to the Office of Student Financial Services at Seattle University.*

- ⇒ **Item 17: Organization's Federal ID Number.** This item must match exactly the Federal ID Number on file for the employer. If the organization's Federal ID Number changes, please contact our office immediately.
- ⇒ **Item 19: Date Signed.** The date must be legible, written in ink and **on or after the last day worked** by the student during this pay period.
- ⇒ **Items 20 through 24: DO NOT ENTER ANY INFORMATION IN THIS AREA!** This section is reserved for the use of the Student Financial Services Office.

Send the completed SWS Time Sheet to the Office of Student Financial Services, to the attention of the Student Employment Coordinator, using the address shown at the top of the first page. Time sheets must be submitted no later than 30 days after the end of the pay period reflected in Item 7 (the last day worked). Time sheets that are received after this 30-day deadline may not be reimbursed. You may either mail or hand-deliver SWS Time Sheets to our office. Due to the Higher Education Coordinating Board's processing standards which require original signatures, we are unable to accept faxed or e-mailed time sheets. Be sure to give a copy of the completed time sheet to the student and to keep a copy for your records.

Any time sheets that are returned to you for missing information and/or correction must be resolved and returned to our office within 30 days. It may not be possible to reimburse time sheets that are received after the 30-day resolution deadline.

If you would like additional information or clarification about completing the SWS Time Sheet, please contact the Student Employment Coordinator at 206-220-8020 or the Student Time Sheet Assistant at 206-296-5973. Our office hours are Monday through Friday from 9:00 a.m. to 4:30 p.m.