

VA Work-Study Program

Time Record Guidelines

- All work-studies will have a dedicated folder which is located in the second drawer in the locked office filing cabinet. This folder will **only** retain your **current** time record and must be kept in the locked filing cabinet at **all** times, with the exception of when you are using the record.
- All work-studies need to update their time record at the conclusion of **every** shift or day worked during the contract period.
- At the conclusion of every 50 hours worked, work-studies need to **recheck** their calculations/dates and have Ben sign off on the time record to be faxed into the VA for payment.
- Print a **new** fax cover sheet for Susan Biro with the current date you are faxing your time record.
- Work studies may **only** work Monday – Friday. In addition, work studies are **not** permitted to work on Federal Holidays and may **only** work **8** hours during a business day and **25** total hours per week.
- This procedure is in accordance with the VA Work Study Program contract and **does not** supersede any provisions in the contract.
- All hours annotated on the time record must be **exactly** what you worked on the given day.
- You are not permitted to annotate less than one hour blocks of time on the time record.

Block 1. Ensure agreement control number matches the control number on contract for the term.

Block 2. Name of Student

Block 3. File Number/Chapter

Block 4A-4B. From and To Approved Period of Employment. You cannot annotate dates outside of the date range listed on time record.

Block 5. Total No. of hours to be worked. You may only work the specified hours listed for each contract.

Block 6A, 6B, 6C, 6D. Place of employment, Name of Supervisor, Mailing address, and Telephone number. This information is provided when the contract initial time record is mailed to each work-study.

Block 7. Schedule of Hours Worked. Ensure date is Monday – Friday only, and is not a Federal Holiday or weekend. Annotate the total number of hours worked for that day. Hours need to be listed in whole numbers. Add number of hours worked that day to the previous cumulative to date total to update the cumulative to date total. ****Note:** When starting a new time sheet, verify the previous time sheet to ensure the cumulative to date total is accurate. Work-studies initial, then Ben will initial each time record.

Block 8: Remarks

Block 9A-9B. Signature and date of work-study supervisor.

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