



2019 Spring
FWS Worker Schedule

Student Name: _____

PeopleSoft ID (required): **00** _____

WORK SCHEDULE

Work with your supervisor to create a schedule that works for both of you. Remember you may not work more than the hours reported on your SIS form. If at any time your work schedule changes it is your responsibility to notify the FWS Coordinator.

DAY	Time In	Time Out	Time In	Time Out	Daily Total
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Supervisor sign here if you approve this schedule: _____

Attach a copy of your class schedule to this form. Return your complete work and class schedule to the Financial Aid Office. If at any time your class schedule changes it is your responsibility to notify the FWS Coordinator.

Note: If you work over five (5) consecutive hours in a single day, you must take at least a 30 minute non-paid lunch break. This break must show on your work schedule.