

Earle Mack School of Law at Drexel University Office of Finance and Budget

Off-Campus Work Study Time Sheet

Pay Period:	_//to/_	/	Drexel ID Number:		
Last Name:			First Name:		
Week On	e of a Pay Period]	Week Two of a Pay Period		
Monday			Monday		
Tuesday			Tuesday		
Wednesday			Wednesday		
Thursday			Thursday		
Friday			Friday		
Total clock Hours			Total clock Hours		
may work no more than forty (40) hours per week. It is the student's responsibility to make sure that both hard copy and online time sheets are submitted before 11:00 am on the last Friday of the two-week payroll period. Remit signed time sheet by email: lawfinance@drexel.edu or by fax: 215.571.4730 2013 off campus work study bi-weekly time sheet due dates: 5/17/13, 5/31/13, 6/14/13, 6/28/13, 7/12/13, 7/26/13, 8/09/13, 8/23/13					
Student Employee Signature		•	Date		
Supervisor Signature		•	Date		
Supervisor Name (PRINT)		•	Off Campus FWS En	nployer	

In additional to this time sheet, students must submit the work hours online via the DrexelOne portal at the same timeline. The number of hours submitted online and on this time sheet must be identical. Failure to submit both time sheets by the specific pay period deadline may cause a delay in payment until the next pay period.