



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

FALL 2009 Work Study Balance Sheet

***Important:** This form must be completed by all **Federal Work Study and Texas Work Study students and their Supervisors**. All students receiving work study funds may not exceed their award allocation. This form must be completed and submitted to your hiring supervisor every pay period. Also note that **when all hours have been worked, you must immediately stop working**, unless other arrangements have been made through the Student Employment Office. **Any money earned in excess of the award allocation will be charged back to the hiring department at 100%. This form should be retained by the hiring supervisor in the students internal employment file.**

Please Complete This Form Each Bi-Weekly Pay-Period

Student's Name _____ Date of Hire _____
Supervisors Name _____ Department's Name _____

To determine the maximum amount of hours that the student may work during the Fall semester please complete the following equation:

Fall 2009 Work Study Award Amt. \$ _____ **÷ Hourly Rate \$** _____ **= Hours Available** _____

Please begin by subtracting the # of hours worked from the # of hours available. Each pay period continue to subtract the total # of hours worked from the total remaining hours until you arrive at zero (0) remaining hours. This means that the student has exhausted the work study award amount and must immediately stop working.

FALL 2009 BIWEEKLY PAY PERIODS	TOTAL # OF HOURS WORKED	TOTAL REMAINING HOURS
<u>To Be Paid On: Sept. 18</u> (9/1/09-9/9/09)		
<u>To Be Paid On: Sept. 25</u> (9/10/09-9/16/09)		
<u>To Be Paid On: Oct. 9</u> (9/17/09-9/30/09)		
<u>To Be Paid On: Oct. 23</u> (10/1/09-10/14/09)		
<u>To Be Paid On: Nov 6</u> (10/15/09-10/28/09)		
<u>To Be Paid On: Nov 20</u> (10/29/09-11/11/09)		
<u>To Be Paid On: Dec 04</u> (11/12/09-11/25/09)		
<u>To Be Paid On: Dec 18</u> (11/26/09-12/09/09)		
<u>To Be Paid On: Jan 04</u> (12/10/09-12/23/09)		

Student Employment Office
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