

# Submittal form for *ONLY: College Work Study*

Print Department Name:	Account Number (s):
Today's Date:	Payroll Number:  Payment Date:

## College Work Study ONLY

Submit all time sheets to Financial Aid Office.

On this form, list names in alpha order and send to Payroll office or fax to: 6064

Print Full Name	Hrs. Worked	Signature of Employee Receiving Paycheck and/or Direct Deposit Stub	Today's Date

\_\_\_\_\_  
**Supervisor's Signature / Today's Date** **Extension**

PAYROLL PICKED UP BY: \_\_\_\_\_ Today's Date \_\_\_\_\_  
↑*PRINT NAME*↑

**Undistributed checks and sign – off sheet MUST be returned to the Payroll Office by second business day after payday.**