



Financial Aid, Scholarships, Student Employment and Veterans Educational Benefits

When classes are in session, it is recommended that student employees work no more than 20 hours per week. Total hours may not exceed 29.5 hours per week. Student employees are not to be paid overtime. It is the supervisor's responsibility to preserve payroll records for at least two years. Fax this form to 775-674-7964.

Last Name		First Name		NSHE ID
Agency/Department Name			Telephone	
Hourly Rate	Account Number		Pay Period (mm/dd/yyyy)	
			From	To
Work study balance from last pay period		Current earnings		Balance Forward

Date	Work Start	Break Out	Break In	Work End	Hours
Total Hours					

I did not work during my scheduled class times and I was enrolled in a minimum of 6-credits for Fall or Spring terms when the work covered by this time sheet was performed.	
Student's Signature	Date
I hereby certify that the above named student has performed the work on the days shown on this time sheet.	
Supervisor's Signature	Date