Academic Service Scholarship

Time Sheet

Note: It is the supervisor's responsibility to submit the white copy of the work calendar to the Financial Aid Office on the last working day of each month, and the last working day of the semester.

Month _____ Year _____

_____
Student's Name

_____
Social Security Number

_____
Total Hours for the Month

_____
Student Signature

_____
Supervisor Signature

White copy-Financial Aid Office
Canary copy-Supervisor
Pink copy-Student

Note: The following schedules of tenths of hours should be used documenting the time worked per day:

0.1 hour = 1 - 6 minutes
0.2 hours = 7-12 minutes
0.3 hours = 13-18 minutes
0.4 hours = 19-24 minutes
0.5 hours = 25-30 minutes
0.6 hours = 31-36 minutes
0.7 hours = 37-42 minutes
0.8 hours = 43-48 minutes
0.9 hours = 49-54 minutes
1.0 hours = 55-60 minutes

Chattanooga State Technical Community College is a Tennessee Board of Regents institution and an Equal Opportunity/Affirmative Action college.
Pub. No. 6-38-55000-2-7/02/mktg/jdd/revised7/2002
Form No. 154

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____
☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____
☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____
☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____
☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____
☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____	☐ A.M. P.M. In _____ In _____ Out _____ Out _____ Total Hours _____