

GUIDELINES FOR COMPLETION OF TIME SHEETS

Students placed in agency or LPTS campus Field Education positions are required to attend a meeting with Field Ed staff to discuss these guidelines, time sheet due dates and other matters pertaining to time sheets.

LPTS receives Federal Work Study (FWS) funds to support stipend payments to students in eligible agency and campus positions. FWS eligibility is determined from information on individual Student Aid Reports. It is important for you to complete and submit the FAFSA form, Income and Expense form and a copy of the previous year's Federal Tax Form to the proper Seminary office as soon as possible, preferably before any interview and placement processes.

The guidelines for completion of time sheets:

- ° The Field Education commitment is 16 hours per week.
- ° The form must be completed in ink (black or dark blue).
- ° Your correct (legal) name must be printed on the top of the form and your correct (legal) name must be signed on the bottom right of the form.
- ° No erasures, whiteouts or scratch-outs are allowed. A mistake should be neatly crossed out (with one horizontal line) and initialed. ***Corrections made in "Hours Worked" and/or "Total Hours" must be initialed by your supervisor.***
- ° Only report full hours, quarter hours, half hours or three-quarter hours. Use either fractions or decimals for time worked under a full hour (e.g., 1/4, 1/2, 3/4 or .25, .50, .75).
- ° The date of the supervisor's signature should not be before the last day worked. Federal auditors advise that we not pay for hours worked after the day the supervisor signs the time sheet. We suggest that you give a copy of the due dates to your supervisor.
- ° Do not skip lines.
- ° Late time sheets will be held for the next pay period.
- ° Problems with submitting time sheets on the due dates must be addressed to the Field Education Office prior to the due date.

Students must show a half-hour break after every 5 straight hours of work.

Students and supervisors should keep a copy of all time sheets.

***Please Note:** Students must fill out a W-4 form in the Business Office prior to receiving any stipend checks from the Seminary.

