Instructions – Federal Work Study Program
Hourly Employee Time Sheet

Employee Name – Employee's last name, first name, and middle initial.

PS Employee ID Number – Employee's identification number (EMPLID), generated by the PeopleSoft Human Resources database.

Social Security Number – Enter the employee's Social Security number.

Pay Period – Enter the month and year of the pay period (mm/yy).

Department/Agency Name – Enter the name of the Department and/or Agency where the employee is working.

Reporting Unit/Project Code – Enter the department's Reporting Unit number (3 digits from Peoplesoft) and Project Code (6 digits) if there is one.

Supervisor Name, Phone Number – Enter the name and phone number of the employee's supervisor.

Pay Period Total Hours – Automatically calculated. Retain the completed Hourly Employee Time Sheet, including Employee and Supervisor signatures, in the Department. The Department is the office of record. Summary submitted monthly to the Payroll Office for each employee on the Hourly Employee Listing.