



**Federal Work-Study Program
Office of Student Financial Services
The University of Texas at Austin**

Student Services Building 3.200 • Mail Code E3700 • (512) 475-6247
E-Mail: hirealonghorn@austin.utexas.edu • Website: www.hirealonghorn.org

ON-CAMPUS MONTHLY EARNINGS REPORT

Hiring Department: _____ Payroll period: ___/___/___ — ___/___/___
(MM/DD/YY) (MM/DD/YY)

Name of Student: _____ Student's EID.: _____

Account Number: _____ Hourly Rate: _____

Week	Number of Hours							Total Hours
	M	T	W	Th	F	S	Su	
From ___/___ To ___/___								
From ___/___ To ___/___								
From ___/___ To ___/___								
From ___/___ To ___/___								
From ___/___ To ___/___								
Totals								

Work-Study Employee's Signature

Date

I hereby certify that the above is a true statement of the hours worked by the above-named student, and that he/she has performed his/her job in a satisfactory manner.

Supervisor's Signature

Date

Supervisor's Name & Telephone #: _____/_____

Payroll Contact's Name & Telephone #: _____/_____

Department's Campus Mail Code: _____

Note: *Monthly Earnings Reports* must be submitted to the Work-Study office within 2 weeks of payment to the student. Do not prepare the top portion of the *Monthly Earnings Report* in advance as incorrect EID's and account numbers cause delays in processing.