Hours Worked Certification

I hereby certify that this time card is a true statement of the hours worked by this student and that the work has been performed in a satisfactory manner.

Authorized Signature of Department or Agency

Date

Note:

o This certification must be signed by the individual(s) who is listed on the “On-Campus Federal Work-Study Program Agreement” or the “Off-Campus Federal Work-Study Program Agreement” as the person authorized to sign employment and time record forms.

o The department must mail or hand carry this certification plus the time sheet to the Student Financial Services Office, MU 201-W, Box 0246. The student is not allowed to mail or deliver the time sheet.

o This certification is required by the U.S. Department of Education.