

303 Homestead Avenue  
Holyoke, MA 01040  
413.538.7000

Financial Aid Office  
P: 413.552.2150  
F: 413.552.2192

**Federal Work Study  
Work Schedule Worksheet**

Student's Name \_\_\_\_\_

Department \_\_\_\_\_

Job Title \_\_\_\_\_

Semester \_\_\_\_\_ Allocation \$ \_\_\_\_\_

	SUN	MON	TUE	WED	THURS	FRI	SAT
IN:							
OUT:							
IN:							
OUT:							
IN:							
OUT:							
TOTAL:							

$$\frac{\text{Semester allocation}}{\text{Rate of pay}} = \frac{\text{\# Hours to work in semester}}{\text{\# Weeks in semester}} = \text{\# Hours available to work per week}$$

**Reminders:**

- There should be at least 10 – 15 minutes scheduled in between class and work.
- Changes in work schedules must be documented and submitted to the Payroll Office.