FWS Award Tracking Sheet

Name:			Department(s):				
Semester:	**Pay Rate:**			**Starting Balance:**			
Pay Period	**Timesheet Due**	**Hours Worked Dept. 1**	**Hours Worked Dept. 2**	**Total Earned Dept. 1**	**Total Earned Dept. 2**	**Payroll Total**	**Balance**

To use this FWS Award Tracking Sheet, write in the pay periods from the Student Employment Timesheet and Pay Schedule (available on the Career Center Website). Fill in your name, department, semester, pay rate and starting balance (award amount) for the semester. Each pay period, write in the number of hours worked and your gross pay. subtract your gross pay from your balance each pay period. Use the columns listed as "Dept. 2" only if you have a second job.