

Corporate Work-Study Program

**CHRISTMAS BREAK 2011
PAY CONFIRMATION FORM**

This form should be submitted after all workdays have been completed.

Student Name _____

Company Name _____ Supervisor _____ Phone # _____

Directions:

- On the calendar printed *below the dotted line*, indicate which days you worked during Christmas break by placing an 'X' on the correct day. If you only work a half day, please write '1/2' on the corresponding date. Payment for partial days will be prorated. *On days that you do not work, leave the box blank.*
- Please review the calendar to the right as an example.* In the example, the student worked 4 full days and two half days.
- Your timesheet is due on **January 3, 2012**. You are welcome to fax or email the confirmation form to Ms. Rodriguez on your last day of work if you wish.
- CWSP will invoice Partner companies at a rate of \$75/day at the end of January.

Mon	Tue	Wed	Thu	Fri
X Dec 19	X Dec 20	1/2 Dec 21	1/2 Dec 22	Dec 23
X Dec 26	X Dec 27	1/2 Dec 28	Dec 29	Dec 30

Example

FINAL PAY CONFIRMATION: Please complete the calendar below according to the instructions above.

NOTE: Students are responsible to ensure that this form is signed and returned to the CWSP office no later than 3:30 pm on January 3, 2012. Checks will be distributed to students at school on Friday, January 13, 2012. *No student payment will be made until the signed confirmation form is received.*

Mon	Tue	Wed	Thu	Fri
Dec 19	Dec 20	Dec 21	Dec 22	Dec 23
Dec 26	Dec 27	Dec 28	Dec 29	Dec 30

Total # of days worked during Christmas Vacation _____

Student Signature

Date

Supervisor Signature

Date