UNIVERSITY OF NORTH DAKOTA
Division of Student and Outreach Services

STUDENT FINANCIAL AID OFFICE
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FEDERAL WORK STUDY PROGRAM
RECORD OF EARNINGS

This form is designed to be used as a record-keeping sheet for employers. It is important that the employer keep a record of total student earnings for the department during each pay period.

Department: ____

Employment Period: From ______________________ To ______________________

Departmental Ceiling: $ ______________________

Balance Forward: Dept. Total Earned to Date $______________________ Ceiling Balance: $____________________

Pay Period	Name of Employee	Employee's Gross Earnings	Dept. Total Earned to Date	Ceiling Balance