

## Student Employee Agreement

I, \_\_\_\_\_ agree to ONLY work during the hours that I do not have class scheduled. If a class is cancelled, and you work, you are required to notate the name of the class, the date and the reason the class was cancelled within the comment section of your timesheet. You must request that your professor notify your supervisor by email of the class cancellation. Your supervisors must receive an email notification from your professor confirming the cancellation before you are permitted to clock in for work. You understand that auditors completing our A-133 annual audit may compare my timesheets with your class schedules during the annual internal audit. If the auditors find a discrepancy and notate that you have worked during a scheduled class, your supervisor and professor will be asked to submit a written statement as to the circumstances as to why you worked during class time.

All students are required to clock in and out by using the "CLOCK". Manual entries should only be used for correcting your timesheet and only used when absolutely necessary. When using manual entries, these entries cannot be entered during class times. All students need to open their timesheets at the start of each pay period and clock in and out as they work.

The amount of hours you are allowed to work per week depends on the amount of funding you have been awarded for the year. For example: Federal work study students can only work 12-13 hours per week.  $\text{Funding}/\text{total weeks in fall-spring}/\text{pay rate} = \text{hours per week}$  ( $3000/32/7.25=12.93$ ). If you are a domestic student with multiple jobs and different types of funding, you cannot exceed 23 total hours worked per week during the fall and spring semester. Law and International students with multiple jobs cannot exceed 20 hours per week.

**Violation of this agreement may prevent future awards of federal or institutional work study.**

\_\_\_\_\_  
Students Name                      Date                      B# \_\_\_\_\_

Please return to the Student Financial Aid Office once signed.