

**Federal Work-Study Student Statement for
2019/2020
First work day - 8/27/19 Last work day - 5/22/20**

- You must present proper ID and complete all required paperwork
- **You MUST be MATRICULATED & ENROLLED for at least 6 credits to work by the close of business on the 7th calendar day after the start of each semester. If you drop below 6 credits you must STOP working**
- You must attend classes and make satisfactory academic progress as defined by the College.
- **You may not work more than 20 hours per week** or when you are scheduled for classes
- You are responsible to keep track of the number of hours you work, to keep a copy of every timesheet and **you may not exceed the total work hours as indicated on your Student Employer Acknowledgement**
- You must contact your supervisor if you are unable to report for your regularly scheduled hours
- Your paycheck is mailed to your address in CUNY's records. If you have direct deposit your pay is deposited into your account.
- After working 6 consecutive hours, you must take at least a 30 minute unpaid break

I have read the above statement and acknowledge my responsibilities as a Federal Work-Study student.

Student Name: _____ EmplID: _____

Sign: _____ Date: _____