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: ____________________________