

## Federal Work-Study Student Statement

Name \_\_\_\_\_ EMPL ID \_\_\_\_\_

First work day - 8/28/2024 Last work day - 5/22/2025

- You must present proper ID and complete all required paperwork
- **YOU MUST BE MATRICULATED & ENROLLED FOR AT LEAST 6 CREDITS TO WORK - IF YOU DROP BELOW 6 CREDITS YOU MUST STOP WORKING**
- **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 & **you may not exceed the total work hours as indicated on your Student Employer Acknowledgment Form**
- 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 Signature \_\_\_\_\_ Date \_\_\_\_\_