

GUIDE TO STUDENT EMPLOYMENT:
Information for New Hires and
Returning Student Staff



DRURY UNIVERSITY

Human Resources

2018

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Important Contact Information

*Student Employment Website

www.drury.edu/studentjobs

Job postings, general student employment and work study information.

*Student Employment Assistant

studentjobs@drury.edu

417-873-6852

Burnham 107

Questions about student employment eligibility, processes & procedures.

If you are not sure who to contact, start here!

Human Resources

hr@drury.edu

417-873-7434

Burnham 107

Employment paperwork questions.

Payroll

jsandwel@drury.edu

417-873-7571

Paycheck amounts, direct deposit, and timesheet questions.

Financial Aid

fa@drury.edu

417-873-7312

Eligibility for work study.

International Support Services

iss@drury.edu

417-873-7885

International student employment eligibility.

The Purpose of this Guide

The purpose of this guide is to assist students who have been hired to work in an on campus job understand supervisor and institutional expectations and procedures. This document is not exhaustive to this end. Each student staff member should communicate with his/her supervisor to ensure he/she fully understands what is expected of him/her in his student staff position. This document also provides instructions regarding completing required training, turning in timesheets, and how to access pay information in addition to several other tools a student staff member may find useful, especially if he or she has a work study award.

***Completing
employment
paperwork in HR
(Burnham 107) is
required prior to
starting work!***

Getting Started: Paperwork

Once you have been offered a student staff position, you must come in to Human Resources in Burnham 107 to complete employment paperwork. In order to do this, you must bring in **original** documentation of your identity and eligibility to work in the United States. Most students use the combination of a driver's license and Social Security card. However, several documents or combination of documents are acceptable. See **Appendix A** for a complete list of acceptable documents.

Getting Started: Required Online Training

As a student staff member, your employment generally follows the staff policy handbook. As such, you should review the staff policy handbook, which can be found on the Human Resources website at www.drury.edu/hr.

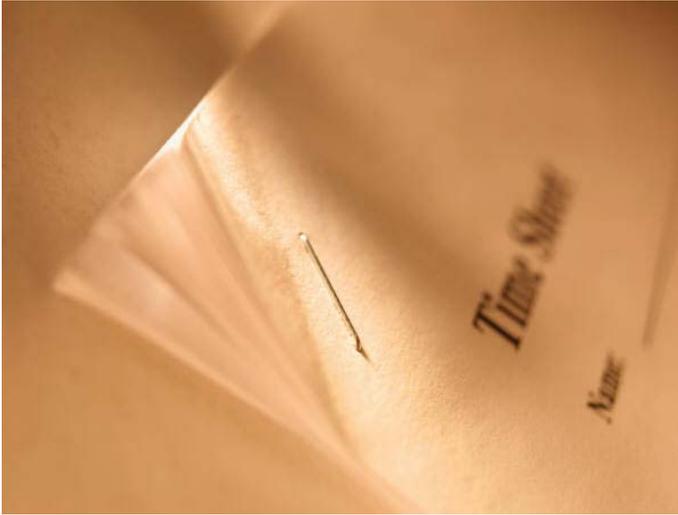
Upon review of the staff policy handbook, student staff should print the following and return to the HR Office:

- Staff Member Acknowledgement Form (Acknowledging review of the staff policy handbook).
- Substance Abuse Policy Acknowledgement

All student staff should also complete the online Anti-Harassment training module. If you will be working with student records, your supervisor should also have you complete the online FERPA training. Instructions for Online Training can be found in **Appendix B**.

At Will Employment/Termination of Employment

Your part-time, non-exempt employment by Drury is "at will." This means that Drury is free to end your employment anytime, with or without advance notice. We request that you provide two weeks advance notice and a letter of resignation before leaving in order to remain in good standing with the University.



Recording Time Worked

TIMEKEEPING REQUIREMENTS NON-EXEMPT STUDENT STAFF

DEFINITIONS:

Standard Workweek: Seven (7) days, 12:01 am Monday through Sunday midnight

Hours in the Standard Full-time Workweek: 40 hours per week

OVERTIME – FAIR LABOR STANDARDS ACT REQUIREMENTS:

Staff members classified as **non-exempt** from the Fair Labor Standards Act must be compensated for hours worked in excess of the standard workweek. The staff member's supervisor will review and sign the monthly timesheet and then submit it to the budget administrator for approval. If corrections or modifications are made to the timesheet, both the staff member and the supervisor must verify the accuracy of the changes by initialing the time sheet. Budget administrators will approve and submit timesheets to payroll. The following rules apply to non-exempt staff members:

AUTHORIZATION OF OVERTIME:

Non-exempt staff may not work more than the standard number of hours in their workweek without prior authorization from their supervisor(s). Unless specific advance approval is given by the non-exempt staff member's supervisor, non-exempt staff are prohibited from taking work home or performing any services for the university from remote locations. Non-exempt staff who work overtime or who perform work off-premises without prior approval are subject to disciplinary action.

OVERTIME COMPENSATION:

Non-exempt staff who work more than 40 hours in the standard workweek must receive overtime pay at the rate of 1-1/2 times their wage rate for each hour worked in excess of 40 hours. Overtime requirements may not be waived by agreement between the supervisor and staff member. Overtime hours submitted to payroll by the timesheet due date will be compensated on the next regular pay date.

Non-exempt staff members will be paid for all overtime. The law requires Drury University to pay overtime for hours worked in excess of 40 per workweek. **The use of comp time is not permitted and cannot be used in lieu of overtime pay.**

RECORDING TIME WORKED:

Non-exempt staff members are required to enter times in and out (including the lunch break), enter the total hours worked, and record any leave time used on the timesheet each day. When computing hours worked, times should be rounded to the nearest quarter of an hour. *Time worked is all the time actually spent on the job performing assigned duties.* For information on computing time worked while traveling, contact HR or refer to the handout on "Guide to Hours Worked". **Non-exempt staff must certify, by signing their monthly timesheet, that the information they have recorded is accurate.**

PROHIBITION OF WORK PERFORMED “OFF-THE-CLOCK”:

Non-exempt staff are specifically prohibited from performing any work for the university “off the clock”. No one has the authority to allow or ask, directly or indirectly, any non-exempt staff member to perform any work for the university “off the clock”. In all cases, all time worked by non-exempt staff **MUST** be recorded on the time record, and will be compensated.

Any employee who is aware of any non-exempt staff member being allowed or asked directly or indirectly, to perform any work for the university “off the clock” should immediately report the situation to Human Resources. The university will assure that any unpaid wages due are paid, and there will be no retaliation against any employee for reporting any “off the clock” work or any request for “off the clock” work.

Accurately recording time worked and leave time is the responsibility of every non-exempt staff member. Federal and state laws require Drury to keep an accurate record of time worked in order to calculate staff members pay and benefits. Altering, falsifying, tampering with timesheets, or recording time on another staff member’s time record may result in disciplinary action, up to and including termination of employment. It is the staff member’s responsibility to have his or her direct supervisor sign the timesheet to certify the accuracy of all time recorded.

Questions regarding the above information or the Fair Labor Standards Act should be directed to the Human Resources department.

Getting Paid

Student timesheets are due the last business day of the month. Student staff members are paid monthly on the 15th of the month following submission of a timesheet. If the 15th falls on a weekend or holiday, the student will be paid on the last business day before the 15th.

DIRECT DEPOSIT

Most student staff will be paid via direct deposit. In order to participate in direct deposit, a student staff member will need to sign a direct deposit form and attach a voided check or a letter from his/her bank on letterhead that includes the bank’s routing number and the staff member’s account information.

Depending on when a student staff member turns in his/her direct deposit information, the first month after he/she signs up may be a test deposit.

READYFUND\$

Students not participating in direct deposit will be asked to sign up for ReadyFund\$, a debit card program in which an employee’s wages are deposited directly to a debit card.

MAILED CHECKS

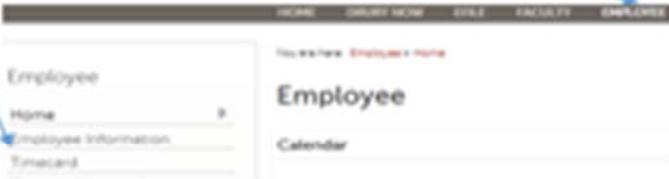
Staff members not enrolled in either direct deposit or ReadyFund\$ will have their paychecks mailed to **their legal permanent home addresses (not campus address)**.

ONLINE TIMECARD ENTRY

Most student staff will enter their time worked via the online timecard. Below are the instructions to access the online timecard.

Online Timecard Entry

1. Log in to MyDrury
2. Select Employee Tab
3. Select Timecard



The screenshot shows the MyDrury website navigation bar with tabs for HOME, DRURY NEWS, STYLE, FACULTY, and EMPLOYEE. The EMPLOYEE tab is selected. Below the navigation bar, there is a sidebar menu with options: Home, Employee Information, and Timecard. The main content area displays 'Employee' and 'Calendar' sections. Blue arrows point from the numbered instructions to the EMPLOYEE tab and the Timecard link in the sidebar.

4. Enter your time in and time out.

Enter your hours for Wednesday 7/19/2017:

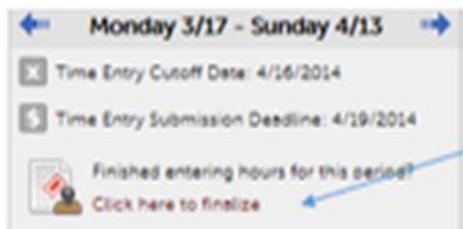
Clock In	Clock Out	Hours Type	Subtotal
10:00 AM	3:30 PM	Regular	5.50
: : AM	: : AM	Regular	--
Total:			5.50

5. Save Hours and Comments



The screenshot shows a dialog box titled 'Add Comments' with a text input field and two buttons: 'Save Hours And Comments' and 'Cancel'. A blue arrow points from the instruction to the 'Save Hours And Comments' button.

6. When you have worked your final shift for the pay period, mark your timecard as "Final"



The screenshot shows a notification box for the time entry period from Monday 3/17 to Sunday 4/13. It includes the following information:

- Time Entry Cutoff Date: 4/16/2014
- Time Entry Submission Deadline: 4/19/2014
- Finished entering hours for this period?
- Click here to finalize

A blue arrow points from the instruction to the 'Click here to finalize' link.

Viewing Pay Stubs, Position Information and W-2s

To access your paystubs, you will need to login to your MyDrury account. **Select the Employee tab:**



Select Employee Information

Employee

Home

Employee Information

Position Information

Timecard

W2

Once you select Employee Information, select “Review Your Pay Statements”. You will then select the pay period for the statement you would like to review.

Employee Information

Review your pay statements

You can also view your position title, wage and supervisor information by selecting “Position Information”. Please email studentjobs@drury.edu if this information does not look correct to you. Note: It can take a week or so for this information to be entered into payroll after you have been hired.

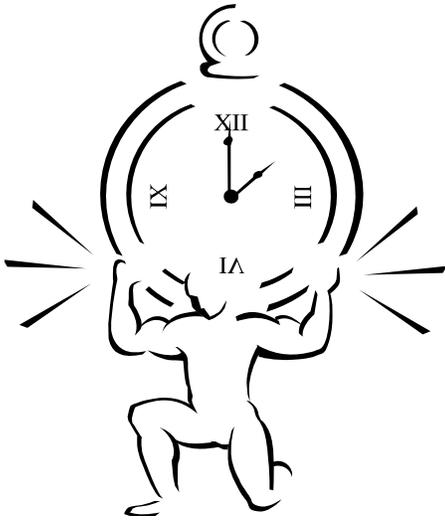
Position Information

HR Information

Positions

Position/Title	Start Date	End Date	Pay Rate	Supervisor
Office Assistant-HR	08/23/13	05/31/14	7.50	Crystal Ponder
O'Reilly Event Staff	11/19/13	05/31/14	7.50	Crystal Ponder

Finally, this is also where you will find and print your W-2.



Maximum Allowed Hours

Student staff members are students first. As such, they should carefully manage their time. In addition to work, student staff members may participate in other activities outside of classes. In order to be sure academics remain the top priority, **student staff members are strongly discouraged from working more than 20 hours per week** on campus. In addition to academic reasons, there are several other reasons a student staff member may need to monitor the number of hours he/she works.

Work Study Students

A student working to earn funds through his/her work study award will need to be sure not to exceed the number of hours per week that his work study award will sustain. See the chart for an example of how many hours a student might be limited to, based upon \$7.85 per hour (minimum wage) and a 16-week semester. **Note:** A FWS student can only earn work study funds while classes are in session. Work during winter break and after spring graduation must be approved by your supervisor in advance and may be paid for with departmental funds.

Maximum Hours	Semester Work Study Award
10	\$1250
8	\$1000
6	\$750

Any student working in more than one work study position will need to coordinate his/her earnings with his/her supervisors to ensure he/she does not exceed the amount of his/her award. If the student regularly works more than the hours above each week, he will need to coordinate with his/her supervisors and have them contact HR to advise which departmental account to charge the excess wages. Work study students **MUST** receive express approval from supervisors if they are working more than the maximum hours or in more than one work study position. **Appendix C** is a tool designed to help work study students track their earnings to ensure they do not exceed their work study awards.

International Students

No international student is permitted to work more than 20 hours per week when classes are in session. This includes partial weeks. Doing so may jeopardize his/her visa status. Full weeks when classes are not in session, international student staff may work up to (but not exceeding) 40 hours per week.

International students may not work more than 20 hours per week when classes are in session!

Supervisor Expectations/Evaluations

Whether it is a work study job or a departmentally funded job, the job a student staff member holds is a real job in every sense of the word. Students not willing or able to perform the functions of the job, who fail to follow certain policies and procedures will face disciplinary action up to and including termination of employment.

Students will receive annual performance evaluations and will be evaluated on their performance based on the criteria below:

Rating Scale:

1. Below Expectations - Performance fails to meet the requirements of the position.
2. Meets Expectations - Performance represents what is "expected" of a trained, experienced, successful employee.
3. Exceeds Expectations - Performance represents a level that exceeds job requirements.

	Rating	Comments
Attendance and Punctuality		
Attitude		
Quality of Work		
Ability to Follow Instructions		
Cooperation and Courtesy		
Interest in Job		
Care of College Equipment		
Reliability and Dependability		
Responsibility		
Overall Evaluation		

Recommendation: _____ Would Rehire _____ Would Not Rehire

Students will also be allowed to provide feedback regarding their student employment experience each year. They will evaluate their experiences based on the following criteria:

My work assignments enabled me to learn new job skills.
My work schedule was flexible to meet my academic needs.
My hours were accurately reviewed and reported, allowing me to submit them to payroll on time.
My supervisor does not hesitate to take proper disciplinary action when students are not meeting expectations (e.g. meeting with students, discussing problems, taking action if necessary).
My supervisor has instilled a sense of ownership and leadership that has enabled me to act independently within my position.
My supervisor has provided me with the training and resources necessary to do my job effectively.
My supervisor has given me a sense of purpose that has inspired commitment to my job.
My supervisor encouraged my involvement and contributions to the department.
My supervisor conducted regular feedback sessions and timely review of my work/job performance.
My supervisor recognized and rewarded high performance.
My supervisor understands the value of diversity in the work place.

The document that follows is a copy of the Student Staff Guidelines for conduct that all student staff members should have signed as part of his/her employment paperwork. All student staff members are responsible for following these guidelines.

Drury University Student Staff General Guidelines

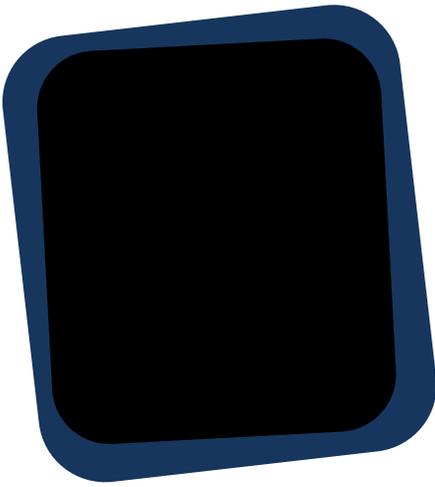
Student employment can be an extremely valuable learning experience where you can learn transferable skills in a flexible environment with supervisors who support your academic progress. To ensure a positive employment experience, this guide has been developed to ensure you fully understand what is expected from you as a student staff member of Drury University.

The following guidelines concern the most basic aspects of your employment with Drury University. It is your responsibility to read and follow these guidelines. Generally, the first violation will result in a verbal counseling. The second violation may result in a written warning. Future violations within a two-year time period will result in further disciplinary actions to include suspension or termination. Violations that result in injury to another, theft, intentional destruction of property, general disruption of the workflow, or any other serious violation may result in immediate suspension and/or termination. Verbal counseling and written warnings may be received via email from your supervisor, especially for an attendance-related issue.

Supervisory counseling with staff members is designed to establish an equitable system of corrective action for staff members who do not adhere to these work rules or to elevate job performance to an acceptable level. The standards of conduct and job expectations are described below for staff employed by the university. A timely, fair, and objective review is made before the decision to take corrective action is made.

Student Staff Members are expected to:

1. Be at their workstations, prepared to start work; at the time the workday starts; attend scheduled shifts, be punctual and conform to scheduled lunch and break periods. In the event a staff member is unable to attend a scheduled shift, he or she must notify his/her supervisor prior to the absence. It is unacceptable to simply not show up for a scheduled shift. Progressive counseling procedures will be applied and enforced. Failure to show up or call for one shift will result in verbal counseling. Subsequent "no call-no show" shifts will result in disciplinary action up to and including suspension and/or termination.
2. Check Drury email account. All employment information will be emailed to this email address. Supervisors may also contact you via email.
3. Respect and maintain confidential and/or sensitive information received or reviewed while conducting job assignments. Confidential or sensitive information should never be repeated or discussed outside the office and should be discussed with other staff members only as necessary to the processing of daily business for the department and university.
4. Students in Food Services use a time clock. All others must keep a timesheet; immediately recording time work began and ended for each scheduled shift; Time worked may not be recorded by another person. Student staff members should immediately begin working when clocking in and shall clock out when work ceases. Student staff should leave the work area immediately after clocking out. Only hours worked should be posted. Falsification, forgery or misrepresentation on a timesheet may be grounds for immediate termination of employment and may be cause for ineligibility for future employment at Drury.
5. Fulfill the requirements in the job description, make efficient use of the normal workday, and follow recognized departmental procedures and/or instructions in performing job assignments.
6. Review the safety policies and procedures for the department and university and adhere to them. Employees of the university must report any accident or injury while on the job, regardless of how slight, for treatment if necessary. An incident report must be completed and filed with the Human Resources office.
7. Review job descriptions with the immediate supervisor in order to understand the expectations of the job and immediate supervisor. Job performance will play an important role in wage increases and continued employment at the university. Performance reviews are generally conducted in April.
8. Wear professional (e.g., business casual) attire to work and behave in a professional manner while conducting business for the department and university. While many departments may allow jeans in good condition, revealing clothing, clothing in disrepair, shorts, sweats, etc. generally are not acceptable. Variations from business casual should be discussed and approved by your supervisor.
9. Understand that employment is generally governed by the terms of the staff policy handbook. Employees are expected to complete required anti-harassment training, sign the anti-harassment policy acknowledgement form, review the staff policy handbook and sign the acknowledgement form. Positions dealing with certain records may also require FERPA or HIPPA training. Your supervisor will tell you if FERPA or HIPPA training is required. Instructions for accessing the required training are available in the Human Resources office.



Work Study Agreement

Students with a work study award have an additional obligation to monitor their earnings to ensure they do not work more than they have been authorized in terms of their work study award and/or their departmental limits. Below is a copy of the work study agreement that work study students sign as part of employment paperwork. Terms apply to all work study students.

direction of my supervisor.

I understand that this work study is a work program and I am expected to perform assigned duties in a mature and responsible manner under the

I understand that I will be terminated from my position if I do not perform my duties in a satisfactory manner, and that securing another job may not be possible.

I understand that I am eligible to earn a pre-determined amount for the school year as established by the financial aid office and I am responsible to not exceed that amount without approval from my supervisor.

I understand and agree that I will monitor the amount I have available to earn and communicate this information to my supervisor.

I understand that if I work fewer hours or accept a position that offers fewer hours, I may not earn the full amount of my work study opportunity.

I understand that if I am not available during the evenings and weekends, I may not be able to earn the full amount of my work opportunity.

I understand that I must keep the supervisor in my primary position aware of any additional hours I have worked in a second position.

I understand that any on-campus earnings I receive may be counted toward my work study award.

I understand that I am only able to earn work study during the academic term and absences, even if approved, may result in a reduction in the total amount I can earn in a given semester.

I understand that work study is awarded per semester and that if I fail to earn the full amount of my work study award in the fall, I will not be able to earn the difference in the spring.

I understand that I must complete employment paperwork prior to working and that I must meet all deadlines requirements or I forfeit my work study opportunity.

I understand that I am to regularly check my Drury email as important information about work study and student employment is communicated exclusively via email.

I understand that if I don't file a FASFA prior to April 1st each spring, I may not be considered for work study the following year.

APPENDIX A

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

<p>LIST A Documents that Establish Both Identity and Employment Authorization</p>	<p>OR</p>	<p>LIST B Documents that Establish Identity</p>	<p>AND</p>	<p>LIST C Documents that Establish Employment Authorization</p>	
<p>1. U.S. Passport or U.S. Passport Card</p> <p>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</p> <p>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</p> <p>4. Employment Authorization Document that contains a photograph (Form I-766)</p>	<p>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</p> <p>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</p>	<p>1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</p> <p>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</p>	<p>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</p> <p>a. Foreign passport; and</p> <p>b. Form I-94 or Form I-94A that has the following:</p> <p>(1) The same name as the passport; and</p> <p>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</p>	<p>3. School ID card with a photograph</p> <p>4. Voter's registration card</p> <p>5. U.S. Military card or draft record</p> <p>6. Military dependent's ID card</p> <p>7. U.S. Coast Guard Merchant Mariner Card</p> <p>8. Native American tribal document</p> <p>9. Driver's license issued by a Canadian government authority</p>	<p>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</p> <p>4. Native American tribal document</p> <p>5. U.S. Citizen ID Card (Form I-197)</p> <p>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</p>
<p>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</p>	<p>For persons under age 18 who are unable to present a document listed above:</p> <p>10. School record or report card</p> <p>11. Clinic, doctor, or hospital record</p> <p>12. Day-care or nursery school record</p>	<p>7. Employment authorization document issued by the Department of Homeland Security</p>			

APPENDIX B

Instructions for Completing Online Training and for Signing Policy Acknowledgement Forms:

To Complete the Online Family Educational Rights and Privacy Act or "FERPA" Training (Only if you deal with student records).

- On the Drury website (www.drury.edu), click on Faculty/Staff > Human Resources
- Click on "Training". You will then click on "Student Staff Training"
- Click on "FERPA Training Module"
- "Click HERE to begin FERPA tutorial"
- Click "NEXT" to continue through information
- Click on "STAFF quiz"
- An email will be generated and sent to Human Resources upon completion of the quiz.

To Review the Staff Policy Handbook and Sign the Acknowledgement Form

- Click on the Drury Website (www.drury.edu), click Faculty/Staff > Human Resources
- Click on "Policy Handbooks"
- Click on "Staff Policy Handbook"
- Click on the "Online Version" – it's easier. This will bring up a table of contents.
- Scroll down. You can then review each topic by clicking on the topic in the table of contents. After reviewing the policy manual, click on table of contents item "104 Staff Member Acknowledgement Form"
- Print this form out, sign it, and return it to the Human Resources Dept., Burnham 107

APPENDIX C

RECORD OF MONEY EARNED

Work Study Students should keep a record of cumulative earnings to ensure that they do not earn more than their awarded amount for employment.

NAME _____
 STUDENT ID _____

Amount Awarded: Fall \$ _____

Pay Period Ending Date	Remaining Award from Previous Month	Total earned for pay period (Hourly wage X number of hours worked).	Amount Remaining Available to Earn (Remaining minus Total Earned)
August (Original Semester Award Amt.)			
September			
October			
November			
December			

Amount Awarded: Spring \$ _____

Pay Period Ending Date	Remaining from Previous Month	Total earned for pay period (Hourly wage X number of hours worked).	Amount Remaining Available to Earn (Remaining minus Total Earned)
January (Original Semester Award Amt.)			
February			
March			
April			
May			

APPENDIX D

STUDENT NAME:	ID:
STUDENT EMAIL:	SEMESTER: Fall Spring
DEPARTMENT:	SUPERVISOR:
WORK STUDY AMOUNT: <i>(IF APPLICABLE)</i>	

INSTRUCTIONS: Student employees will indicate the days and times they have class or other regular scheduled activities such as club meetings, athletic practices, etc. This schedule should be updated and presented to the student employee's supervisor each academic term and anytime this information changes. **Please Note:** According to federal regulations, a FWS student employee must not work at the same time they are scheduled to be in class. This form should be maintained by the department for the full academic year and should be available for review by HR if requested.

	MON	TUES	WED	THURS	FRI	SAT	SUN
8:00-9:00							
9:00-10:00							
10:00-11:00							
11:00-12:00							
12:00-1:00							
1:00-2:00							
2:00-3:00							
3:00-4:00							
4:00-5:00							
5:00-6:00							
6:00-7:00							
7:00-8:00							
8:00-9:00							
9:00-10:00							
10:00-11:00							
11:00-12:00							

The table below illustrates the approximate earnings a student could expect per semester by working the stated amount of hours per week. This formula is based on an hourly wage of \$7.85 x number of hours x 16 weeks. **Note:** A FWS student can only earn work study funds while classes are in session. Work during winter break and after spring graduation must be approved by your supervisor in advance. It is the student's responsibility to monitor his/her earnings and to ensure he/she does not exceed his/her work study award amount.

WEEKLY HOURS	APPROXIMATE EARNINGS
10	\$1250
8	\$1000
6	\$750