

# Student Class/Work Schedule

STUDENT NAME \_\_\_\_\_ ID \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

WORK STUDY AMOUNT \_\_\_\_\_ DESIRED # OF HOURS PER WEEK\* \_\_\_\_\_  
 (IF APPLICABLE) *CANNOT BE MORE THAN 12 HOURS FOR FWS STAFF*

**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. Students should not work more than 20 hours per week while classes are in session. This form is **required** for all FWS student staff but recommended for all student staff. 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							
6:00-10:00							
10:00-12:00							

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 \$7.25 x number of hours x 17 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 and will be paid for with departmental funds.

	WEEKLY HOURS	APPROXIMATE EARNINGS
#	12	\$1500
#	10	\$1250
#	8	\$1000
#	6	\$750

\*FWS STUDENT EMPLOYEES: Please refer to the work study hours table above to determine your earnings by working the specified number of hours per week. If your supervisor is unable to accommodate your desired number of hours and you are concerned about not earning the full amount of your work opportunity, email the Student Employment Assistant at [studentjobs@drury.edu](mailto:studentjobs@drury.edu) to be put on an email listserv to be advised of temporary work study opportunities.