



Federal Work Study Rules & Regulations

- Students cannot work during scheduled class times.
 - canceled
 - rescheduled
 - dropped
 - early release.
- Students working more than six (6) consecutive hours; **MUST** take a one (1)-hour lunch break. **NO EXCEPTIONS!**
- NO student is allowed to work more than 7 hours a day
- NO student is allowed to work more than 20 hours a week.
- NO studying or doing homework while on the clock.
- NO eating while on the clock.
- Clock in and out on Banner Web Time Entry, using the designated computer at your site (No personal device are allowed to clock in or out).
- **Submit your time, in Banner WTE on time!** (If time is not submitted on time, pay will be delayed to the following pay period).
 - Time is due every other **Friday or Saturday** (Whichever is the last day of work).
- Any issues with clocking in or out must be reported to CWS Coordinator immediately at cwsjobs@xula.edu.
- Students **MUST** calculate & keep track of their own time and allocated work hours (Working over allotted hours is a **violation**).

NOTE: The above rules and regulations are considered violations when you do not abide by them. 3 Violations may result in suspension from the Federal Work Study Program.