



Federal Work Study Community Service 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 off the clock 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 (You are at your site to help tutor the students).
- NO eating while on the clock (Eat before, on your way, or after you leave the site).
- Clock in and out on the manual timesheet as well as in Banner Web Time Entry, using the designated computer at your site (No personal device are allowed to clock in or out).
 - **Sign manual timesheet at the beginning of the work week.**
 - **Each manual timesheet is for a 2 week work period**
 - **Manual timesheets MUST be NEAT & accurate (No white out)!**
 - **Manual timesheets are to stay at the Community Service site**
- **Submit your time, in Banner WTE on time!** (If time is not submitted on time, pay is delayed to the following pay period).
 - Time is due every other **Friday**
- Any issues with clocking in or out **Must** be reported to CWS Coordinator immediately **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.

By Signing below, I Acknowledge that I have received a FWS Student Guide and I Understand all Rules and Regulations provided.

Student Signature: _____

Date: _____