

MANUAL Student Employment Office Office of Career Services	SECTION Record Keeping and Monitoring Requirements	PAGE 1 / 1
SUBJECT <i>Class Schedule</i>		REVISED

For each Federal Work-Study student worker, the employing department must have on file the class schedule for each semester the student works as a FWS employee. If this is not done, the department will be responsible for 100% of the FWS student's earnings. Employing departments must also have on file the class schedule for the current academic semester for the Regular Student Employment worker. For all student employees, these class schedules are to be used to determine the working hours for each semester or session.

FWS requirements

To ensure that students do not drop below minimum enrollment requirements, conflicts between established work schedules and class schedules need to be investigated by the department. If a student did drop below the enrollment minimum, this fact must be communicated immediately to the Student Employment Office. This procedure will be sufficient to comply with the department's responsibility to monitor enrollment as specified in A(1) above.

Regular Student Employment

The above procedure may also be appropriate for use by departments to satisfy their responsibility with respect to enrollment hour requirement monitoring for Regular Student Employees as well.