Notice to Full-Time PSU Students Working at Penn State

As a PSU full-time* student working at Penn State, I understand, and acknowledge the following:

• I may work up to 40 hours/week in combined Penn State employment, although some work units or programs may have restrictions on the total number of hours that may be worked per week.

• Federal Work-Study participants may never work more than eight hours per day (20 hours/week during fall and spring semesters) in work-study positions. If enrolled for fewer than six credits during the summer, Federal Work-Study participants may work up to 40 hours/week. Federal Work-Study participants may also work additional hours in non-Federal Work Study positions at Penn State. Contact the Office of Student Aid at 814-865-6301 for additional information regarding Federal Work Study guidelines.

• PSU full-time student employees may be eligible for benefits as outlined in Penn State Policy HR103.

• Work units with positions governed by a collective bargaining agreement may have additional guidelines and/or restrictions for part-time employment.

• I am expected to notify my supervisor(s) immediately in the event that I am no longer considered to be a full-time PSU student.

* PSU full-time student = enrolled in 12+ undergraduate credits or 9+ graduate credits

____________________________________________
Employee Signature                       Date

____________________________________________
Print Employee Name

Your signature denotes that you have read and acknowledge the information shown above.