

**\*\* Important: Work Study Reminders\* \***

TO: Workday Managers and HR Contacts of Work Study Students

FROM: Student Employment Office  
Scholarships & Financial Aid

SUBJECT: Work Study Reminders – October 2019

DATE: October 11, 2019

**Work Study Students Are Prohibited From Working During Scheduled Class Time**

Work study students are not permitted to work during times they are scheduled to be in class. Exceptions are permitted if an individual class is cancelled, if the instructor has excused the student from attending for a particular day, or if the student is receiving credit for employment in an internship, externship, or community work study experience. Any such exceptions must be documented and kept on file for three years. The documentation requirement can be met with the presentation of a course syllabus, written memo or email from the instructor that shows the exception. Best practice is for all student workers, regardless of work study status, to not work during scheduled class time.

**Paying Nonfederal Share of Federal Work Study With Other Federal Funds**

The hiring department's share of a student's federal work study wages is 25%. Funds from programs sponsored by federal agencies, (such as National Institute of Health, National Science Foundation, etc.) may be used to pay this share, as long as the federal agency programs have the authority to pay student wages. It is the hiring department's responsibility to contact the appropriate federal agency to see if the program in question does have this authority.

**Past-due TrainTraq Report**

Remind your student employees to complete their state-mandated TrainTraq trainings within 30 days of being hired. Also, continuing student employees and graduate assistants should complete assigned trainings before the assigned due date. The most common response we receive from students replying to email reminders about past due training is that they no longer work for their department. Be sure you are terminating these students promptly in Workday per the University Rule, 33.99.01.M0.04.

If you have further questions, please contact the Student Employment Office at [workstudy@tamu.edu](mailto:workstudy@tamu.edu).