

**\*\* IMPORTANT: Beginning of the Semester Reminders \*\***

August 17, 2020

TO: Student Employee Supervisors/HR Contacts

FROM: Student Employment Office  
Scholarships & Financial Aid

SUBJECT: Beginning of the Semester Reminders

*\* This memo has been edited for clarification since its distribution on 8/17/20.*

**Proof of class schedule and Setting Scheduled Hours Per Week**

It is important that the student's class schedule is used when developing the student's work schedule. Both of these documents should be retained in the student's HR file. Unless the supervisor authorizes extra hours of work, the student should follow the set work schedule.

**Working During Scheduled Class Time Is Prohibited**

Regulations and University Standard Administrative Procedure 33.99.08.M0.01 do not allow students to be scheduled for work during scheduled class times. This includes online courses. 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 placed in the student's HR file.

**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 The 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.

If you have questions regarding work study please email [workstudy@tamu.edu](mailto:workstudy@tamu.edu). Other student employment related questions can be sent to [jobsforaggies@tamu.edu](mailto:jobsforaggies@tamu.edu). We can also be reached by phone at 979-845-0686.