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Welcome!

On behalf of the Cornell Public Service Center (PSC) and Cornell University, we are delighted that you have discovered the Community Work-Study Program (CWSP). Made possible in part by Federal Work Study (FWS) monies provided by the U.S. Department of Education and Cornell University, CWSP allows Cornell students who have received a Federal Work Study award to work off campus for nonprofit organizations, schools, and municipalities primarily in Ithaca and Tompkins County but also throughout New York State and the U.S. Your participation will offer many benefits besides a paycheck: an introduction to Ithaca and the Tompkins County community, real-world work experience, a break from campus and classes, and an opportunity for you to earn critical employment- and career-related references.

On average, 200 students participate during the academic year, who work part-time, and an additional 70-80 students work during the summer employment period, who work mainly full-time. At any given time, the program works with 50 different non-profit organizations, including municipalities and schools, and students work in numerous areas, including education, women and children, health services (physical and mental), programs for the elderly, food and nutrition, environmental programs, urban planning, public works and engineering, business and marketing, IT and social media, and the arts.

The following pages detail information and resources useful to you in your off-campus employment. Please direct all initial questions to Sandy Hickey, the CWSP Coordinator, by phone at 607-255-7882 or email at cwsp-psc@cornell.edu. We are here to help you succeed. We also invite your feedback and comments on this handbook.

We hope that you will enjoy being of service to the wider community, getting to know more people from all walks of life, developing your skills, and building a network for your future endeavors. Welcome again to the Community Work-Study Program!

Sincerely,
Federal Work-Study Overview & Guidelines

Federal Work-Study (FWS) regulations from the U.S. Department of Education require that Cornell use at least 7% of its FWS allocation in each fiscal year to employ students in community-service jobs.

The Community Work-Study Program (CWSP), sponsored by the Cornell University Public Service Center (PSC), enables Cornell FWS students to work for nonprofit organizations, schools, and municipalities mainly in Ithaca and Tompkins County but also anywhere in the U.S.

CWSP offers opportunities in a variety of areas, including the arts, education, daycare, environmental programs, health services, legal services, programs for older people, public works and engineering, women’s organizations, and youth programs. The work must be designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs.

Each year we place an average of 200 students in work-study positions in the local community in the academic year, and another 70 students in the summer. Jobs affiliated with Cornell departments or organizations may qualify for CWSP funding if the student’s work benefits local residents or U.S. residents.

How are Community-Service Jobs Defined?
To be considered employed in a community-service job for FWS purposes, a FWS student does not have to provide a “direct service”. The student must simply provide services that are designed to improve the quality of life for community residents or to solve particular problems related to those resident’s needs. For example, FWS students working for meals-on-wheels programs may prepare meals for the program without having any direct contact with community residents, yet the service they are providing is very important in meeting community needs. However, the work performed must be in the public interest. Work in the public interest is defined as work performed for the welfare of the nation or community, rather than work performed for a particular interest or group.
A university may use its discretion to determine what jobs provide indirect or direct service to the community.

What Qualifies as Community-Service?
- Work done must benefit communities within the United States.
- A university or college is not considered a community for the purposes of the FWS community-service requirements.
- On-campus jobs can meet the definition of community-services, provided the work is designed to improve the quality of life for off-campus community residents, or to solve problems related to their needs.
- Off-campus wages can be subsidized with 75-90% work study depending upon employer and position. Employers must pay the unsubsidized portion.
- On-campus positions require that the department pay the remaining 25% from departmental funding once the position is determined to be a community work-study placement.

Eligibility Requirements for Employers
An organization must be incorporated as nonprofit under federal law. A school classified as a tax-exempt organization by either the federal or state Internal Revenue Service meets this requirement. Examples of private nonprofit organizations generally include hospitals, halfway houses, crisis centers, and summer camps. The agency and positions offered must meet the following conditions as established by the U.S. Department of Education:
- Employer must be a U.S. federal, state, or municipal public agency or private 501(c)(3) nonprofit organization as certified by the IRS.
- Position must directly benefit the community beyond Cornell University.
- Community-service is defined as services designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs.
- No international-focused work is allowed through this program, even with a U.S.-based organization.
- Employers must have a full-time, on-site supervisor who is not a family member, relative, or student and who provides ongoing guidance and mentorship. On-site supervision is required.
- Employment must be governed by employment conditions, including pay, that are appropriate and reasonable according to the type of work performed, the geographic region, the employee’s proficiency, and any applicable federal, state, or local laws.
- Employment must not displace employees (including those on strike) or impair existing service contracts. Also, if the university has an employment agreement with an organization in the private sector, the organizations’ employees must not be replaced with FWS students. Replacement is interpreted as displacement.
Note: Nonprofit agencies do not qualify automatically as community-service employers for purposes of FWS, because the work performed must meet the definition of community-service in the regulations.

Job Eligibility
Although the following jobs may be in the nonprofit sector, they are not considered in the public interest according to federal guidelines, and work-study funds may not be used to pay students employed in these jobs:

- Primarily benefit the members of an organization that has membership limits, such as a credit union, fraternal or religious order, labor union, or a cooperative
- Involving any partisan or nonpartisan political activity or association with a faction in an election for public or party office
- Working for an elected official
- Consider the student’s political affiliation for hiring purposes
- Involve lobbying on the federal, state, or local level

New employers will need to submit the following forms to review eligibility:
1. Letter of Intent with requested attachments
2. Federal Work Study Agreement (contract), renewable annually by July 1
3. Job Description Form

The Community Work-Study Program of the Public Service Center, together with the Office of Financial Aid and Student Employment, will review these forms to verify eligibility. Upon confirmation, you will be notified in writing.

Maintaining Eligibility
Off-campus employers maintain their eligibility with the Community Work-Study Program by:

- Completing and returning the annual Federal Work Study Agreement (contract) before July 1,
- Supervisors are expected to approve timecards in WorkDay in accordance to the Payroll Schedule,
- Maintaining current job descriptions with CWSP, and
- Paying bills on time

How to Submit and Post a Job Description
Begin by downloading the Federal Work-Study (FWS) Job Description Form (PDF). Review the instructions and complete the form in full.

Jobs are listed on Cornell’s Student Job and Internship Postings site.
Students choose jobs based on the appropriate term and region and by career field. The Public Service Center cross-posts all CWSP positions under the term “public-service,” in addition to career fields specific to the job.

Jobs are typically posted within five business days of their arrival and are posted until mid-semester for each fall, spring, and summer term. If you fill an open position, please notify CWSP so the posting can be removed.

NOTE: Any jobs submitted to the Office of Financial Aid and Student Employment, either in hard copy or electronically, are rerouted to CWSP, and delays may be incurred when requests are sent to that office first.

Hourly Pay/Wage Rates
In accordance with FWS guidelines the following must be considered and taken into effect when establishing wage rates:

- The skills needed to perform the job;
- How much people with those skills are paid in the local area for doing the same type of job;
- Rates the school would normally pay similar non-FWS employees;
- Any applicable federal, state, or local laws that require a specific wage rate; and
- It is not acceptable to base the wage on need or any other factor not related to the student’s skills or job description.

Please also refer to:

- The Cornell Student-Wage Scale, and
- The Cornell Student-Job Grade Levels

Raises
Raises are the responsibility of the agency or supervisor and can be awarded at the beginning of a semester or summer term. Requests will not be given mid-term. Requests for raises must be received in writing (on agency stationary or by email with electronic signature included). Merit-based raises may not exceed 5% of the student employee’s current wage in an employment period (academic year or summer).

Work Hours
During the academic-year employment term, students’ work hours should be limited to 15-20 hours/week. During breaks, with their supervisor’s approval, and during the summer, students may work full-time if not taking classes.

America Reads Challenge and America Counts Challenge Positions
In an effort to increase the reading and math proficiency of our nation’s children, tutoring in these areas has become a federal priority. FWS regulations authorize a 100%
federal share of FWS wages earned by a student who is employed to perform civic education and participation activities and is serving as a reading tutor for preschool-age through elementary school-age children; as a mathematics tutor for children in elementary school through ninth grade; or as a coordinator of such tutoring programs. To learn more about this program send an email to CWSP.

Edit, Reactivate, or Remove a Job
Send an email to CWSP with the action to be taken: “edit” (with changes), “re-post” (with changes), or “delete.”

How to Hire a Student
Typically hiring can be done at any time mid-August through May, but please refer to our Important CWSP Program Dates for details.

For a checklist of recommended actions to take when hiring a student, interview tips, and required steps to take with CWSP after you hire a student, scroll down to CWSP’s “Hiring Checklist for Off-Campus Federal Work-Study Supervisors”.

Ready to Hire a Student? Next Steps:
• Email the CWSP Coordinator the student’s name and Cornell net ID, so the coordinator can check the student’s eligibility.
• When extending an offer of employment, get up-to-date contact information form the student. Review with the student the exact job title, hourly wage, and the full name of the supervisor and agency. They will need this information to complete hiring paperwork.
• Once you’ve decided which student(s) to hire, direct them to the CWSP in the Public Service Center, 300 Kennedy Hall, to begin the appointment process.
• You will receive a “Hiring Addendum” via email.
• The student employee and supervisor will each receive an email confirming the student’s appointment to the payroll and their start date.

Do not allow students to begin working until you each have received the “CWSP Work Status Notification” email! Any wages earned prior to the student’s official start date will be charged 100% to the hiring organization!

Federal Work-Study Awards and Student Eligibility
• FWS awards are determined for a specific employment period – academic year or summer.
• Funding not used during an academic year or summer does not roll over. Students must apply for FWS for the academic year, and then again for the summer, if they wish to work during this time. For more information about the summer employment term, see Summer Hiring, below.
• FWS award calculations are based on a student’s financial need; thus, an academic year award does not guarantee a summer award, and vice versa, as situations are liable to change.
• Academic-year work-study awards can be earned in one semester or spread across the academic year.
• FWS eligibility can be reduced or cancelled by the Office of Financial Aid and Student Employment at any time based on changes to a student’s financial aid resources and/or status at Cornell.

When an employee has earned 75% of their FWS award, an email warning is sent from the PSC to the student and the supervisor asking students to track their hours carefully, so they do not exceed the FWS award.

If a student continues to work after their FWS award ends, or after their employment term ends, 100% of their wages will be charged to the employer.

If a student’s FWS award is depleted, they have the following options:
• First: Petition their Financial Aid counselor for an increase. During this period, they are not eligible to work.
• Second: If they are a Tradition Fellow, notify the Tradition office that they have exhausted their federal work-study award. The Tradition office will notify the CWSP Coordinator with proper documentation.
• Third: Ask the employer if they are able to pay 100% of your wages. If they can, they need to communicate this in writing to the CWSP Coordinator.

Be sure your student employees understand the importance of notifying you and the CWSP Coordinator about changes to their eligibility. Hours worked after a status change may be charged 100% to your agency if the student continues to work. We suggest that you impress upon each student how your budget will be affected if they fail to notify you and CWSP of a status change.

Conditions that Restrict a Student’s Employment Eligibility
Students are not eligible to work if any of the following exist:
• Has a hold on their college or university bursar account
• Is not registered with the university
• Has a dean’s hold
• Has an incomplete Financial Aid package (has not been finalized)
• Does not have an I-9 form on file with the University

Employer Share of Wages (Billing)
• Cornell is considered the “paymaster” only; the hiring organization is the “employer” and responsible for supervising and confirming hours worked.
FWS funds 75% of a student’s gross wages, and the employer funds the remaining 25%. Eligible jobs through the America Reads/Counts Challenge initiative, in which student-employees tutor Pre-K through 9th-grade students in reading or math or coordinate such a tutoring program, can be funded at 100%.

Academic-year bills are sent at the end of each semester (mid-January and the beginning of June), and summer bills are sent at the beginning of September. Payment is expected within 30 days of billing notice. Late payments will affect an agency’s ability to post jobs and hire students, and, in extreme cases, can result in collection procedures being enacted by the University.

Important: Employers are billed 100% of student wages if any of the following occur:
- Student earns wages in excess of their FWS award.
- Student works prior to being appointed or receiving their start date email notification.
- Student loses work-study eligibility and continues to work.
- WorkDay time is submitted after the academic-year or summer employment term for which they were hired has ended and they can no longer be paid with their FWS award.

How are Students Paid
Both students and agencies need to be aware of and follow Cornell’s payroll guidelines. There are also certain procedures mandated by the Federal Work-Study Program that must be followed in order for the student to be paid. For detailed information about these please visit Payroll Resources and Policies.

Students employed through the CWSP will be appointed to the University payroll and paid via the WorkDay online time tracking system.

Students are not allowed to enter time worked after a pay period closes. Pay periods end every other Wednesday, and students must enter their hours for that pay period by noon that Wednesday, so the supervisor has time to approve the hours before the end of the workday. (If students work that Wednesday afternoon or evening, they enter hours they anticipate working. Their supervisor can always adjust the hours.)

If a student forgets to enter hours and the pay period has closed, they may request “retro hours.” Such hours are allowed if the student requests them in an email to their supervisor and the supervisor approves them. The supervisor then forwards the email to the CWSP Coordinator, who then forwards the email to the Business Service Center (BSC). BSC staff are the only staff allowed to enter retro hours.

Hours submitted after the academic summer employment period have ended are not eligible to be paid with FWS and will be charged 100% to the employer.
How Do Supervisor’s Approve Students’ Time?

Supervisor Expectations
The work performed by the student will be directly supervised and consistent with the approved job description on file. Supervisors are expected to review, verify, and approve hours worked in WorkDay for each student they employ through the CWSP in accordance with the payroll schedule and deadlines to participate in the program. By approving time, you are verifying that the time recorded is true and accurate.

The CWSP office cannot perform this approval as they are not the supervisor of record and cannot verify the accuracy of time worked.

Supervisors will receive access and usage instructions from WorkDay. Watch for this email. New supervisors will receive a Cornell Net ID that allows them to access and approve hours for students employed through the CWSP.

Upon receipt of this email, try accessing WorkDay immediately in order to catch any issues so these can be addressed quickly. Access issues should be reported immediately to the Coordinator.

Cornell Sponsored Net ID Assignment
The CWSP Coordinator requests that new supervisors be assigned a sponsored Net ID from Cornell so that they will be able to approve time in Cornell’s payroll system for the student(s) hired.

The university IT office will send the new supervisor an email with a form to complete. Check your SPAM account if you do not receive this email within 1-2 business days.

You cannot access the WorkDay system or approve time until this process has been completed.

These sponsorships are for a year.

Cornell Sponsored Net ID Renewals
Supervisors will receive an email from netid-deprovisioning@cornell.edu on an annual basis informing them that their “net ID is about to expire” with instructions for continuing this sponsorship.

Please forward this email to CWSP so they may renew your Net ID in a timely manner and allow your continued access to WorkDay.

WorkDay Troubleshooting
Access issues should be reported immediately to the Coordinator.
**Summer Employment/Hiring**

Summer Federal Work-Study awards are separate from academic year awards, and unused academic year awards do not “roll over” into the summer.

Students must meet the following requirements to be eligible for summer employment:

- Registered as full-time for the current spring semester.
- Registered as full-time for the upcoming fall semester.

Hiring for the Summer Employment Term

Two ways students can apply for Summer Work-Study Funding:

- If they are taking classes of 6 credits or more, they apply for a summer financial-aid package that includes Federal Work-Study. Students can read [Summer Session Financial Aid](#) for more information.
- If they are not taking classes or less than 6 credits – they download the [Summer Federal Work-Study Application](#), complete section 1, and email, fax, mail, or bring it to the CWSP Coordinator.

How many hours can a student employee work in the summer?

Students may work full-time over the summer. The Federal Work-Study Program does not allow students to receive holiday pay on federal holidays (see [Important CWSP Program Dates](#)).

Important: FWS students are not eligible for FWS on federal holidays, or for vacation or sick pay. If a student does work on a federal holiday, including remotely, he or she cannot be paid with work study; the employer would need to pay 100% of the student’s wages for that day.

To Hire a Student for the Summer

The student will need to be appointed for the summer work-study term, review [How to Hire a Student](#) and [Payroll Resources and Policies](#).

Watch for email notification from CWSP when the student is appointed/re-appointed to payroll, with the date they may begin work. Wages earned prior to the designated payroll start date will be billed 100% to the employer.

**CWSP Listserv**

Supervisors and students will be added to CWSP listserv during their participation with CWSP. This listserv is used to communicate important payroll and employment information, as well as, awards and funding that may be of interest to employers or students.
Evaluations
Federal Work-Study regulations require that both you and your student employee complete evaluations at the end of the employment term. CWSP uses these forms to assess how its students are assisting community agencies and the opportunities being offered to students, as well as, to assess and monitor off-campus positions.

Payroll Policies and Resources

Payroll Policies and Resources

Payroll Schedule
Visit Pay Calendars and scroll down to “Nonexempt Biweekly Calendar.”

Meal Breaks
Meal breaks are New York State law and must be provided and taken. Learn more by reading Meal Periods.

Direct Deposit
We encourage students to sign up for direct deposit to ensure timely delivery of paychecks. If students do not sign up for Direct Deposit, their paychecks will be mailed to their local address on file in Student Essentials.

Taxes
Students income is subject to tax withholding. The student is responsible for completing the required federal or state tax withholding forms through WorkDay. For instructions direct the student to read the PDF “How to Update Your Federal and State Withholding Allowances.” They can also read Tax Withholdings and Forms or contact the Payroll Office at 607-255-5194 or uco-payroll@cornell.edu.

University Breaks
During breaks (winter, spring, and summer) students can work full-time as long as they are not taking classes. As a supervisor, you must approve the request to work during a school break.

Paychecks
The students can view their paychecks online in WorkDay. Click “Pay”, under “View”, click “Payslips”.

If the student mentions they didn’t get a paycheck, they may have forgotten to submit hours in WorkDay, or if they don’t have direct deposit, they will need to check that their correct local address is listed in Student Essentials.
Holiday, Vacation, & Sick Pay
FWS will not subsidize student wages on federal holidays (see Important CWSP Program Dates). If a student works on a federal holiday, including remotely, the student cannot be paid with work study; the employer will be billed 100% of the student’s wages for that day at an overtime rate of time-and-a-half. FWS will also not subsidize vacation or sick pay for student employees.

Reunion
If the student has a FWS job and wants to work during Reunion (June), they are not allowed to work simultaneously at their FWS job during this period.

Jury Duty
If a student serves on a jury, FWS will not pay for any portion of the student’s wage or jury fee. The off-campus employer is the employer of record, and the jury fee is paid by New York State or by the employer, depending on the day of service and size of employer. To learn more about jury-duty regulations, read Jury Information for Employers or contact the CWSP Coordinator.

Change or Quitting a Job
A student may change or quit a job. They must give you adequate (i.e., two weeks’) notice, and they must notify CWSP of their intentions.

They need to submit their time in WorkDay by the end of their last day on the job.

Dismissing/Firing a Student
As an employer/supervisor, you have the right to dismiss a student for an unsatisfactory job performance. This may include, but is not limited to:

- Repeated failure to comply with the agreed work schedule;
- Unwillingness to accomplish assigned tasks;
- Insubordination or lack of cooperation which results in disturbing other workers or work progress; and
- Illicit behavior, such as falsifying timecards; stealing; or misuse of computers, phones or other equipment, etc.

You can also dismiss due to changes in the available funding and/or because the student has run out of federal work-study eligibility.
Hiring Checklist for Off-Campus Federal-Work-Study Supervisors

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. <a href="mailto:cwsp-psc@cornell.edu">Emailed CWSP Coordinator</a> the student’s name and Cornell net ID so the Coordinator can verify the student’s Federal-Work-Study eligibility</td>
</tr>
<tr>
<td></td>
<td>2. Received email confirmation from Coordinator that student is eligible</td>
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<tr>
<td></td>
<td>3. Interviewed student and discussed the following employment terms with student:</td>
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<tr>
<td></td>
<td>• reviewed job description and gave copy to student</td>
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<td></td>
<td>• the exact job title, hourly wage, and the full name of the supervisor and agency. (This information is needed by students to complete their Student Information Form.)</td>
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<td></td>
<td>• work schedule</td>
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<td></td>
<td>• expectations re: working over school breaks (many students go away during breaks, such as fall break. And they are often gone from the middle of December until nearly the end of January)</td>
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<td>• expectations re: communication</td>
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<td>• expectations re: dress</td>
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<td></td>
<td>• office procedures and agency policies</td>
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<td></td>
<td>• training requirements</td>
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<td></td>
<td>• time management, and extracurricular/co-curricular activities</td>
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<tr>
<td></td>
<td>• inclement weather (Many off-campus agencies close for snow days when Cornell remains open. Students should always check with supervisor before coming in.)</td>
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<tr>
<td>Date</td>
<td>Task</td>
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<td></td>
<td>• transportation issues</td>
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<td></td>
<td>• overtime (more than 20 hours per pay week, allowed only over summer and breaks, with supervisor permission)</td>
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<td></td>
<td>• Reunion: If a student works Reunion week (June), they are not allowed to work at their FWS job that week.</td>
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<tr>
<td></td>
<td>• importance of notifying you and CWSP about status changes.</td>
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<tr>
<td></td>
<td>• Does the student have, or plan to have, another Cornell job? Other Cornell employment will decrease the number of hours that the student can work for you and increase the likelihood of overtime.</td>
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<td></td>
<td>• the student’s up-to-date contact information</td>
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<tr>
<td>4.</td>
<td>If hiring student, direct the student to the Community Work-Study Program in the Public Service Center, 300 Kennedy Hall, to begin the appointment process.</td>
</tr>
<tr>
<td>5.</td>
<td>Received &quot;Hiring Addendum&quot; (&quot;HA&quot;) via email from CWSP. Reviewed carefully, noting any changes to be made (do not use white-out; cross off any incorrect item, write the correction, then initial it).</td>
</tr>
<tr>
<td>6.</td>
<td>HA signed by fiscal officer, copied, and returned to CWSP immediately (scan and email or fax, or snail mail) so student can be added to payroll/WorkDay.</td>
</tr>
<tr>
<td>7.</td>
<td>Notified CWSP to remove job posting (if the job has been filled).</td>
</tr>
<tr>
<td>8.</td>
<td>Received email notification from CWSP that student can start working. (Please do not allow students to begin working until you have received the &quot;CWSP Work Status Notification&quot; email! Any wages earned prior to their official start date may be charged 100% to the hiring organization.)</td>
</tr>
</tbody>
</table>

**AFTER STUDENT BEGINS WORKING**

| 9.   | Discussed with student importance of taking required meal breaks and following payroll procedures for completing and submitting their WorkDay timesheets on time |

**Notes:**