



# THOMAS JEFFERSON

## SCHOOL of LAW

### MEAL AND REST BREAKS

All employers must provide a meal break of at least one half-hour for every work period of more than five hours. However, if six hours of work will complete the day's work, the employee may voluntarily choose not to take the meal break by completing a Meal Period Waiver form. If an employee works more than six hours in a day, he/she must take a half-hour lunch break. An employee's timesheet will be adjusted if he does not take a half hour break after working more than six hours. For every four hours worked, a rest break of 10 minutes must be taken. The 10 minute rest breaks are not recorded on a timesheet.

### TIMEKEEPING

Federal and State laws require the employee and employer to keep accurate records of time worked in order to calculate employee pay. **Time worked** is all the time actually spent on the job performing duties. To comply with Federal and State wage and hour laws, all Federal Work Study employees are given a timesheet to complete according to the school payroll schedule. It is the student's responsibility to record each day, the time they started work, began and ended their meal period, and ended work. Times reported must be completed in blue or black ink only. The timesheet includes the number of hours worked and any adjustments that occur during each pay period. Work hours reported must indicate time of day (i.e. 6 am or 6pm). At the end of each week, you are required to certify that all hours of work have been accurately recorded, and all rest and meal breaks have been taken in accordance with Federal and State laws. You must only complete your own timesheet. Any employee who violates or disregards this procedure, or any other procedure mentioned herein, may be subject to disciplinary action, up to and including termination.

### OVERTIME POLICY

**FWS Students are prohibited from working overtime.** Overtime is:

- a) Hours worked in excess of 8 hours in one day.
- b) All hours worked in excess of 40 hours in any one workweek.
- c) The first 8 hours worked on the 7<sup>th</sup> day of work in any one workweek.



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### TIMESHEET DEADLINES

Signed timesheets are due to the Financial Aid office by 10:00 a.m. on Mondays following the end of each pay period (Monday of the scheduled pay week). Should that Monday fall on a designated holiday, timesheets are due by 10:00 a.m. on a designated day. Please see the current FWS Payroll Schedule for details. Timesheets received after the 10 a.m. deadline will process for the next pay period. Timesheets can only be accepted and processed for the current month. The Financial Aid Office will not accept and/or process timesheets older than 2 weeks.

### TIMESHEET APPROVALS

An authorized agency signer must approve each timesheet. The timesheet is an official, legal document and a personal certification of all hours worked and therefore must be accurately maintained. Falsifying or altering the timesheet may result in disciplinary action, including employment termination. It is a student's responsibility to obtain their supervisor's signature before turning in their timesheet before 10 a.m. of any given deadline. Student and supervisor signatures are both required in order to process timesheet(s).

### RESPONSIBILITY

I CAN NOT BEGIN WORKING UNTIL THE FWS STUDENT PACKET HAS BEEN COMPLETED BY ME, RETURNED TO AND PROCESSED BY THE FINANCIAL AID OFFICE. I will not be paid for hours worked prior to submission of the completed packet. It is my responsibility to monitor my earnings to avoid exceeding the amount of my award. I may **NOT** be paid for hours that exceed my gross award amount. I **CAN NOT EARN CREDIT FOR INTERNSHIP/EXTERNSHIP AND FEDERAL WORK STUDY AT THE SAME TIME.**

My signature below certifies that I have read, understood, and agree to the above statements.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

