

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. For every four hours worked, a rest break of 10 minutes must be taken. These breaks are not recorded on a timesheet. **Agencies who do not adhere to this policy will be charged 100% of the unauthorized time and may result in termination from the Work Study program.**

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 assigned 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. The timesheet includes the number of hours worked and any adjustments that occur during each pay period.

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. Timesheets must be completed no later than the end of business on the last day of the pay period. The timesheet must then be verified and approved by an agency's authorized signer.

Any agency or employee who violates or disregards this procedure, or any other procedures mentioned herein, may be subject to disciplinary action, up to and including termination from the Work Study program.

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 the prior Friday.

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.

Signature

Agency Name

Date