



**Notice to Full-Time Penn State Students Working at
Penn State**

As a Penn State full-time student working at Penn State, I understand, and acknowledge the following:

- I may work up to 40 hours per week in combined Penn State employment, although I understand some work units or programs may have restrictions on the total number of hours that may be worked per week.
- Penn State full-time student employees may be eligible for benefits as outlined in Penn State Policy HR103.
- Work units with positions governed by a collective bargaining agreement may have additional guidelines and/or restrictions for part-time employment.
- I am expected to notify my supervisor(s) immediately in the event that I am no longer considered to be a full-time Penn State student (A full-time student is defined in Academic Administrative Policies and Procedures Manual, [N-5: Enrollment Status](#)).

Employee Signature

Date

Print Employee Name

Your signature denotes that you have read and acknowledge the information shown above.