

Notice to Full-Time PSU Students Working at Penn State

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

- I may work up to 40 hours/week in combined Penn State employment, although some work units or programs may have restrictions on the total number of hours that may be worked per week.
- Federal Work-Study participants may never work more than eight hours per day (20 hours/week during fall and spring semesters) in work-study positions. If enrolled for fewer than six credits during the summer, Federal Work-Study participants may work up to 40 hours/week. Federal Work-Study participants may also work additional hours in non-Federal Work Study positions at Penn State. *Contact the Office of Student Aid at 814-865-6301 for additional information regarding Federal Work Study guidelines.*
- PSU 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 PSU student.

** PSU full-time student = enrolled in 12+ undergraduate credits or 9+ graduate credits*

Employee Signature

Date

Print Employee Name

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