

Prairie View A&M University Student Employment Office

Monitoring the Earnings of Federal/Texas Work Study Students

It is the responsibility of the hiring department to monitor the award allocation of all of their Federal/Texas Work Study employees. All departments using the Time Traq system are required to complete a Work Study Balance Sheet each pay period for all of their work study employees. The [Work Study Balance Sheet](#).

To determine the maximum number of hours that a student may work, the student's award amount should be divided by his/her rate of pay. Once a student has earned his/her entire award amount as according to the Work Study Balance Sheet, the student is no longer eligible to continue working unless other arrangements have been made with the SEO. **If a hiring department continues to let a student work after the student has earned his/her entire award amount, the hiring department automatically becomes responsible for paying 100% of the student's excess earnings.**

The SEO will also maintain a Work Study Balance Sheet for all Federal and Texas Work students. The earnings of all students receiving work study funds will be monitored closely by the SEO. Once the SEO finds that a student has come within eighty (80) work hours of earning his/her total Work Study allocation, the student's supervisor will be notified by email correspondence. The supervisor will be notified every pay period thereafter, until the student has exhausted all of his/her available work hours. The hiring supervisor will be responsible for relaying all correspondence sent by the SEO to the Work Study student.