Dear ###StudentName###,

Hope this email finds you well.

Find your total hours registered on Paycom as of Pay Period ###PPNum###, with end date on ###PPEndDate###.

Total Hours Submitted: ###TotalHours###

Average Hours per Week: ###Average###

If you are above the 7.5 hours per week average during the academic year, please make the necessary adjustments on your workload to meet that requirement. For more information about how many hours each intern should have at a certain period in time, please visit the WS Schedule. Notice that for this pay period, the expected number of hours should be ###ExpectedHours### hours.

As a reminder, managers need to review/approve all timecards for each pay period. We will only process payments UP TO 15 hours in any pay period without manager approval. Thus, if you find yourself submitting more than 15 hours at any pay period, make sure to ping your manager for approval. Otherwise, your payment might be less than expected.

For additional information, please visit the 21/22 Payroll Student Handbook.

In addition, feel free to reach out to studentpayroll@minerva.edu if you have any additional questions.

Regards