

Hello!

Hope you're doing well.

This is a friendly reminder for you to approve your intern(s) hours in the [WS Approval Sheet](#). This format is exclusively for students who are part of the Work Study program but don't currently hold either a SSN or a US Bank Account (or both). Consequently, these students cannot be onboarded on Paycom, yet their WS eligibility is still in place. If you're receiving this email, then at least one of the students that report to you falls into this category.

Please submit your approval on column I, on the row that has your intern's information on it (columns A and B) as well as your name and email address (columns H and K respectively). Their submissions are in columns C to G.

If you decide NOT to approve the submission, please add some rationale on column J. Then, please update your interns hours on columns C to G, as necessary. Notice that column F automatically sums columns C to E, so there is no need to modify column F.

Last, rows highlighted in red indicate that the student is currently above the 7.5 hours per week limit. Make sure to keep this in mind when assigning tasks and work to your intern(s) in the future.

The deadline to submit your approval is Monday EOD PST.

If you have any questions or concerns, please reach out to studentpayroll@minerva.edu
Regards!