Dear ###ManagerName###,

Hope this email finds you well.

Please find details on all your students' Work Study submissions as of Pay Period ###PPNum###, with end date on ###PPEndDate###. This information is what the Finance Team has on record from Paycom and is intended to help you determine the amount of work a student should have moving forward.

Student Name	Student Email	Average	Total Hours	Hours Above Limit
###StudentName###	###StudentEmail###	###Average###	###TotalHours###	###HoursAboveLimit###

Please make the necessary adjustments to your interns workload so that they fulfill the average requirements. 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 (including blank timecards) for each pay period.

For additional information on the policies behind this notice, 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