

Dear ###ManagerName###,

Hope this email finds you well.

Please find some of your interns on Paycom that have surpassed the 7.5 hours per week average in their Work Study submissions as of Pay Period ###PPNum###, with end date on ###PPEndDate###.

| 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 for each pay period. We will only process payments UP TO 15 hours in any pay period without manager approval.

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](mailto:studentpayroll@minerva.edu) if you have any additional questions.

Regards