

Dear ###ManagerName###,

Happy Holidays!

A friendly reminder that work study for the Fall semester is coming to an end and the maximum a student can work during winter break is 20 hours provided that they do not go over the 112.5 hour limit by January 7, 2022. For student payroll purposes, Spring semester work starts on January 8, 2022. For more information about how many hours each intern should have at a certain period in time, please visit the [WS Schedule](#).

Below is a summary of hours submitted through December 18, 2021 for your interns –

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

If a student has met or exceeded the 112.5 limit, this student **should not be working or entering any additional hours until the start of Spring semester (January 8, 2022 for payroll purposes)**.

If a student is approaching the 112.5 limit, please do not assign work that would push this student to exceed 112.5 hours for the semester.

Please communicate and schedule work accordingly with your WS student.

In addition, feel free to reach out to studentpayroll@minerva.edu or post on the #Work-Study-Managers Slack channel if you have any additional questions.

Best,

Student Payroll Team