

CHICAGO STATE UNIVERSITY
MBRS RISE Program
Student Internships

TIMESHEET REGULATIONS

1. The **workload** during the Fall and Spring semesters **may not exceed 15 hours per week.**
2. During the summer, students who are not enrolled in class(es) may work up to 40 hours per week.
3. MBRS student employment is regulated by the Office of Student Employment. Regulations include: (i) Students are not permitted to work more than 7 hours in one day. (ii) Students are not paid for lunch or breaks. (iii) If a student works for 6 consecutive hours he/she must take an unpaid 30-minute break.
4. All students must enter work hours on the printed CSU timesheet. **MBRS work hours entered on the timesheet must not conflict with class schedules.**
5. Timesheets (and time cards) must be handed in to the MBRS Office **prior to noon on each semi-monthly pay day.** Failure to do this will result in a delay of pay for that pay period.
6. **Timesheets must be signed by the student's faculty mentor** (at the bottom left-hand side) . Failure to do this will result in a delay of pay for that pay period.