The student guidelines for the Summer Public Interest Employment Program (SPIEP) must be followed by all students receiving 2011 summer SPIEP funding. **Please be aware that the awarded funds for SPIEP are to be earned during the period of May 23, 2011 – July 29, 2011 only. Award recipients may begin work on Monday, May 23rd, BUT NOT BEFORE, upon completion and submission of all documentation required by the Office of Financial Aid, FH152.**

Criteria for SPIEP compliance are as follows:

- **Work period:** May 23, 2011 – July 29, 2011
- Award recipients must complete and submit all documentation required by the Office of Financial Aid by the specified deadline.
- Award recipients are not allowed to bill/submit time sheets for any hours worked prior to May 23rd.
- Award recipients cannot bill/submit time sheets or be paid for additional hours worked above and beyond the 350 maximum hours allowed for full-time summer employment or 175 maximum hours for part-time summer employment or for any hours worked after July 29th.
- Award recipients cannot bill/submit time sheets or be paid for more than $3,500 for full-time summer employment or $1,750 for part-time summer employment. **Employers/Agencies will be 100% liable for any funds paid in excess of the allocated award.**
- Award recipients shall not work more than eight (8) hours per day or more than forty (40) hours per week or more than five (5) consecutive days per week.
- Award recipients must report at least a ½ -1 hour lunch period per day on time sheets submitted for any days worked over four hours.
- Award recipients must continually monitor the number of hours worked and keep accurate records of the declining balance of work hours so as not to exceed the maximum number of hours allocated per their contract. After each time sheet due date, award recipients will receive, via email, reports listing the hours and $ balance remaining on their contract.
- Award recipients are responsible for submitting time sheets **completed in black or blue ink with original supervisor’s signature** (faxed, scanned, e-mailed, illegible, incomplete, or those filled out in pencil will not be accepted) to the Fiscal Affairs Office, FH 124, or the Information Center by 4:00 p.m. on the designated bi-weekly due dates
- Time sheets received late (after designated bi-weekly due dates) will NOT be processed until the following pay period.
- Award recipients must submit time sheets bi-weekly and **MUST NOT** accumulate time sheets over the summer or withhold time sheets for submission until the end of the work period (July 29th). Students working abroad must mail in bi-weekly time sheets in order to be paid.