

As A Supervisor, It is Your Responsibility to:

1. Provide your student worker with valuable training and experience that will complement and reinforce the student's educational program and/or career goals.
2. Assure that students are not permitted to work in your department before receiving prior authorization from the Office of Financial Aid. Each student assigned to your department should present a copy of their award letter.
3. Arrange a work schedule mutually agreeable to your student employee that does not conflict with his/her class schedule. This schedule should include enough hours that the student can earn the minimum hours required to work in order to maximize his/her Federal Work-Study award.
4. Complete all forms associated with your student employee accurately, legibly and complete and forward appropriate documents to the Office of Financial Aid in a timely manner.
5. Monitor the total hours worked each pay period by your student employee and make certain his/her maximum earnings are not exceeded.
6. Ensure that your student employee does not exceed the maximum 20 hours per week. Do not require your student to work over 20 hours each week additional hours may not be compensated by Federal Work-Study funds.
7. Clearly explain the job and performances expected of each student and provide sufficient opportunity for questions and clarification as needed. A job description should be given to each student employee and if he/she is not performing the job duties in a satisfactory manner, you should discuss the problem with him/her and provide assistance where needed to improve the work performance.
8. Accurately review your student employee's time sheet each pay period before providing your signature. Ensure that he/she submits actual hours worked and accuracy of totals.

9. Supervisors must notify student employees when Work-Study awards reach \$500.

10. Supervisors should designate someone to authorize signing time sheets in their absence and that designated person should be knowledgeable of the student's work schedule. The departments will be held accountable for students whose timesheets are late and not properly signed and submitted.