

**Guidelines for Supervisors of Student Workers
(Effective for Fall 2005)**

1. All Supervisors should direct departmental requests for student employees to the attention of the Director of Student Financial Aid (Ms. Ursula J. Shorty).
2. The supervisor is responsible for monitoring each student employee and ensuring that students do not work during class times or in excess of the time allowed per day, week, or their work-study allocation per semester or year. This prevents the student from working in excess of the hours awarded by the Financial Aid Office. **FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE CANCELLATION OF THE DEPARTMENT'S WORK-STUDY ALLOCATION FOR THE NEXT SEMESTER.**
3. All student workers hired must obtain a job description from the departmental supervisor. The job description must include the name of the department, the student's duties and responsibilities and the name of the supervisor. The job description must be submitted to the Financial Aid Office along with the work-study contract.
4. The student's supervisor and the student should work together to create a work schedule. The final decision is made by the supervisor as to when the student will work (as long as the scheduled time does not conflict with the work-study guidelines).
5. The supervisor is prohibited from allowing the student employee(s) to work during scheduled class time, even if the class has been canceled or dismissed early. Students are prohibited from working during the week of Mid-term Exams and Final Exams.
6. The supervisor is responsible for reviewing student employee's time sheet(s) before submitting it to the Financial Aid Office for payment processing. The student and supervisor must sign the time sheets on the last workday of each month, in accordance with the Student Work-Study Payroll Submission Schedule. **ALL TIMESHEETS MUST BE COMPLETED IN INK, NOT PENCIL. DO NOT ALLOW STUDENT WORKERS TO SUBMIT COPIES OF TIME SHEETS WITH AN ORIGINAL OR COPIED SIGNATURE.**
7. All supervisors should maintain in their office a copy of the Student Work-Study Payroll Submission Schedule provided by the Financial Aid Office. Student timesheets must be submitted in accordance with this schedule.
8. Supervisors should contact the Office of Student Financial Aid in order to file a grievance against a student employee. **NO EXCEPTIONS !!!!!!!!!!!**
9. **No student employee should begin working prior to being approved by and returning their contract to the Financial Aid Office.**

