

## **Quick Tips for Work-study Supervisors**

1. By signing the work-study authorization form, you agree to monitor the student's work-study hrs and time card.
2. If you are approving the time card for the student, you are responsible for making sure that the time sheet is accurate and there is not a case of fraud
3. Make a copy of the student's work-study authorization form
4. Make sure that you obtain a copy of your work-study student's class schedule for each semester that they are working for your department
5. Work-study students can not work during class time (Even if class has been cancelled)
6. Students cannot work more than 4 hrs per day
7. Students can not work more than 19 hrs per week (38 hours per pay period)
8. If a student is allowed to work more than the total number of hours that the student has been allotted, the overage will come directly from that department's budget.
9. Make sure that the student understands that they are responsible for monitoring their time as well. If they exceed the maximum hours that they are allotted on the contract, it may cause a reduction in their financial aid award.

## **Work for Students**

1. There must be work for the students to do while they are at their work-study position
2. If you do not have any work for the student to do, they should be sent home for the day
3. If you have no more use or work for that student for that semester, you will need to complete a Job Termination Form for the student and it should be properly completed and signed by the work-study supervisor
4. You may want to go ahead and think about writing a job description for the work-study students (this will soon be a requirement)
5. Limit the number of work-study students that a department is allowed to have