

Federal Work Study Program

Timesheet Policy and Student Agreement

As a federal work-study employee, you must follow federal and institutional policies and procedures. Outlined below are the requirements for timesheet submission for the federal work study program.

Late Timesheet/Class Conflict Policy

Students completed and signed timesheets should be submitted to the financial aid office **bi-weekly on the 2nd Thursday of** every pay period. (Payroll schedule is attached) Anything after this will be considered late. Students are given two (2) warnings on late timesheets; the third may be grounds for termination. Students cannot work during class times, which includes early dismissals and class cancellations. Supervisors are ultimately responsible for monitoring schedules, so failure to do will result in removal of department work study participation.

Timesheet Submission Requirements/Responsibilities:

- Time sheets are to be completed electronically, printed then signed by student before giving to supervisor. **Handwritten timesheets will not be accepted.**
- **Timesheets must be signed by student and supervisor.**
- **Work hours CANNOT conflict with class schedule. Students cannot begin work even if class is cancelled or early dismissal.**
- **Any class schedule changes must be submitted to FWS supervisor and Financial Aid Office**
- 8 hour shifts MUST include half hour *unpaid* break.
- Fill in all dates within the pay period (even days you did not work).
- For days worked enter (1) the time you began work, (2) the time your shift ended, (3) the time category (220), and (4) the total hours worked for the day (see example).
- The weekly total will auto-calculate based on the total hours recorded for each day.
- Students cannot work on days that the campus is closed. A listing of approved breaks will be provided to supervisors.
- The Federal Work Study Coordinator reviews timesheet and enters approved hours.
- Students are paid bi-weekly via direct deposit only.

Notes:

- Submitting a timesheet two pay periods late will count as “2 Lates”
- Semester Breaks are not an exception to the late timesheet policy
- Justification for late timesheets must be provided to supervisor in writing along with timesheet. Justifying late timesheets is not an excuse for turning them in late but is simply a way for us to understand the problem and attempt to find a solution.

Please sign below:

Student Agreement

I, _____, have read Federal Work Study Late Timesheet Policy and agree to abide by all of the above procedures. I acknowledge that failure to do so may result in the termination of my employment. I will retain the attached copy for future reference.

Student A#: _____

Student Signature _____ Date _____

Supervisor Agreement

I, _____, have read Student Financial Aid’s Late Timesheet Policy and agree to abide by all of the above procedures. I acknowledge that failure to do so may result in the termination of student employment and/or termination of work-study participation.

Supervisor Signature _____ Date _____