



## Federal Work Study Supervisor Rules & Regulations

- All Work-Study students must have a valid contract on file. Contracts signed in the fall are valid for fall and spring semesters (as indicated on the Contract). Supervisors must review students Contracts to avoid overages. Spring ONLY students must have a valid contract for Spring ONLY.
- **Supervisors must monitor the documented hours noted on the contract to ensure students do not work over their allocated funds per semester.** Students over his/her allocate hours must be paid from the Departmental Budget (Review student Work-Study Contract for maximum hours allowed for the semester).
- No student can work a Department Hire Position (DHP) & Federal Work Study Job simultaneously.
- Students found to have falsified information on a time sheet are subject to disciplinary action by the University and loss of eligibility for the Federal Work- Study Program.
- Supervisors must approve submitted time via Banner Web the Monday of the pay week by 12 pm. (See Employee Biweekly Pay/ Approval Dates Schedule).
- Time not submitted by student and approved by supervisor, by noon of the submission date will not be paid until the next payroll.
- Students cannot work during class scheduled times. NO EXCEPTIONS.
- Students cannot work more than 7 hours a day.
- Students cannot work more than 20 hours a week.
- Students cannot work when the University is officially CLOSED, or the students are on break. Time recorded during University close dates will not be paid (ex.: Martin Luther King Holiday).  
**NOTE:** Essential student workers ONLY, are allowed to work when approved by Financial Aid in advance.
- According to the Labor and Wages Office, student employees are required to take a 1 hour off clock break when working a consecutive 6 hours. If a break is not recorded, 1 hour will be docked automatically from the indicated time.

**NOTE:** The above rules and regulations are considered violations when you do not abide by them.  
**3 violations** may result in a student worker and department being terminated from the program.

**By Signing below, I Acknowledge that I attended the Supervisor Training Informational and I Understand all Rules and Regulations provided.**

**Supervisor Signature:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Date:** \_\_\_\_\_