

WORK-STUDY STUDENT RESPONSIBILITIES

You are responsible for understanding the following information regarding your work-study award. Please keep it for future reference.

1. You may not under any circumstances work in excess of the weekly hours assigned nor work more than 8 hours in a single day.
2. You may not work before or after the effective dates of your contract.
3. You will be paid only for hours actually worked. You do not get paid for lunch hours, vacation days or sick days. Your earnings may be taxable.
4. Your award is not a guarantee but the maximum amount you may earn under the work-study program. This amount may be subject to change due to receiving additional financial aid or forecast of potential earnings.
5. You are limited to a maximum of thirty-nine (39) per week.
6. You are responsible for insuring that your Work-Study Contract is signed by yourself & your Supervisor and submitted to the Human Resource Office before your first time sheets are submitted.
7. You and your supervisor are responsible for insuring that your time sheets are properly signed and submitted to the Human Resources Office at the end of each pay period.
8. You and your supervisor are responsible for insuring that your time sheets are properly signed and submitted to the Human Resources Office. Time sheets submitted late may not make the payroll and you will not receive a paycheck until the following payroll.
9. You will be paid on the fifteenth and last day of the month. Your paycheck will be available at the Human Resources Office after 8:30 am.
10. You must establish a work schedule that is agreeable to both you and your supervisor, prior to the start of the assignment. Any subsequent changes must be approved by both of you.
11. You must notify your supervisor if you are going to be late or absent in reporting.
12. You will be terminated from your position for any of the following reasons:
 - a. Complete withdrawal anytime during the semester;
 - b. Receiving funds from another source that meets your financial need without the work-study award;
 - c. Failing to maintain satisfactory academic progress;
 - d. Unsatisfactory job performance.
13. If your termination is due to unsatisfactory job performance, the Office of Scholarships & Financial Aid may require you to attend workshops or seek career counseling through the Career Services department.
14. It is highly recommended that you attend the student worker orientation that is held through the Office of Career Services. Please talk to your supervisor or contact the Office of Career Services for details.
15. You may not transfer to another Department without prior permission from the Work-Study Coordinator.
16. Please remember that your primary obligation here is that of a student. If at any time during the semester you feel that your job is interfering with your classes or study time, you should discuss the possibility of cutting back or terminating your hours with your supervisor and/or the Office of Scholarships and Financial Aid.