

Work Study Supervisor Responsibilities

The work study program is funded by federal dollars and therefore there are strict federal regulations that must be followed in order for Roger Williams University to participate in the program. In order to be a designated supervisor of student assistants, this form must be reviewed and returned. Please make a copy for yourself and send the original to the financial aid office along with the completed work study packet.

Time Sheets

- Time sheets must be completed in **INK**, and have the students Name and ID# printed on each sheet.
- The correct weeks must be filled out.
- All times are to be reported to the **nearest ¼ hour**.
- **Time sheets MUST reflect a ½ hour break after 6 hours of work.**
- **No student may work more than 8 hours a day or 20 hours a week** (35 hours a week when school is not in session).
- Students and supervisors must **LEGIBLY** sign and print their names on all time sheets.
- Supervisors must drop the time sheets off to the financial aid office by Noon on the appropriate day to meet payroll processing deadlines. If the supervisor is unable to bring the time sheets over, they **MUST** put them in a **SEALED AND SIGNED envelope** and have a student bring them over.
- Time sheets are to be signed only at the end of the pay period. Students and/or supervisors should not be “pre-signing” blank time sheets.
- Supervisors are responsible for the completion of time sheets; students may not be given this responsibility.

General Guidelines

- The supervisor is responsible for making sure the student is employed with a meaningful job.
- There are no comp/snow/sick/vacation days or overtime for students. It is “hours worked equals hours” paid.
- The supervisor is accountable for hours worked and ensuring that a student is not working during class time.
- Students **must** be supervised and students may not supervise other students.
- Students **must** work during department/office hours. Work **cannot** be done from campus dorm or home.
- Supervisors must monitor, in conjunction with the student that they do not go over their work study allocation. Any student earning over their awards **may be charged to their department budget**.
- A student **cannot** begin work until the Work Study Authorization Form is completed and you have the Yellow copy. The department will be charged for hours worked prior to authorization.
- In the event that the primary supervisor is not available, there must be a back-up person who will fill in during the absence of the supervisor. This should be someone who can verify the hours a student has worked. This back-up person should also complete a Work Study Supervisor Responsibilities Form.
- Students **cannot work more than their maximum hours per week** as indicated on their Authorization forms. **This policy will be strictly enforced.**
- **It is your responsibility to ensure that students do not work over their maximum work-study earnings allotment. Any excess hours reported must be paid out of YOUR department’s budget.**

My signature certifies I have read, understand and agree to the guidelines and responsibilities that apply to the work study program.

Supervisor’s Signature

Date

Print Name

Extension

Department