

Federal Work Study

Student's Expectations and Responsibilities

Prospective federal work study student employees shall:

1. Complete the FASFA Application to be considered for eligibility.
2. A student may only be assigned one work study position.
3. If selected, the student will:
 - A. The student is required to complete Student Employment Training and assessment in Canvas with a passing score of 80 or above. Complete student employment packets (after notice of hire).
 - B. Attend scheduled meeting with Student Employment Coordinator for placement.
 - C. Complete student employment packet.
 - D. Provide required documentation that is requested.
 - E. Report for work as scheduled.
 - F. Submit hours worked via timesheet to their supervisor for approval.
 - G. Notify the Payroll Office of federal and/or state tax changes, as applicable.

Supervisors Expectations and Responsibilities

Hiring supervisors interested in selecting Federal Work Study students within their department, should do the following:

1. Orient the student in detail to his or her role in the department.
2. Explain the standards of behavior expected of employees.
3. Ensure students comply with FERPA policy
4. Ensure students comply with the Student Employment Confidentiality Policy.
5. Treat students in the accordance with their rights, which are the same as those of all employees as defined by applicable state, federal, and University regulations.
6. Monitor the award balances of work study students under their supervision.
7. Verify and approve student time entry.