The following procedures are to be followed for students participating in the University Work-Study program:

1. Work-Study transmittal forms must be completed by the student, budget manager, and a financial aid representative. The student must also complete state and federal W-4 withholding forms and section 1 of the Employee Eligibility Verification Form I-9.

2. Students must not be allowed to work until the supervisor is in receipt of a time record form (timesheet) from the Financial Aid Office. This step confirms the completion of necessary forms and financial aid certification.

3. Students must not be allowed to earn more than the amount for which they qualify.

4. Data and information recorded on the timesheets should not be changed or marked out by the department.

5. All timesheets are to be completed in ink or typewritten, and signed by the student and the supervisor.

6. It is the supervisor's responsibility (not the student's) for submitting timesheets to the Financial Aid Office at the end of each pay period. Students should not be allowed to deliver timesheets to the Financial Aid Office. Timesheets for students who did not work should also be returned.

7. The deadline for submitting student timesheets to the Financial Aid Office is listed on the bottom of the timesheets. Timesheets submitted after the deadline will be processed the following month.

8. All student workers will be paid on the fifteenth of each month following the month the student worked. If the fifteenth falls on a weekend or holiday, the student will be paid on the last workday prior to the weekend or holiday.

9. Supervisors who continue to abuse and fail to follow each guideline will lose the privilege of student assistance.

10. Students must not work during their scheduled class time, even if the student does not attend class.