

Federal Work Study Program



GENERAL GUIDELINES FOR STUDENT EMPLOYEE

- Know and perform specific duties assigned.
- Cooperate in scheduling work periods. Once a schedule is established the student is responsible for working those hours. A student may be required to work during holidays or during finals week. This should be verified with the supervisor well in advance of the holiday or finals.
- Record time worked accurately and consistently at the end of each work period.
- Report to work on time and inform the supervisor whenever it is not possible to do so. Notification should be given as soon as possible so the employer can make arrangements to cover for the absence. The same procedure should be taken when the student is unable to work a scheduled shift. The student should be prepared to give a reason for absence as this may be needed information to be kept in an employment record.
- Try to establish good working relationships with your supervisor and other department members.
- Inform the supervisor of any plans to end employment. The customary notification time period is two weeks.
- Work study employees are required to notify the employer of any changes in their work study awards.
- Remember that work-study is a regular job and will establish work behaviors that will carry over into future jobs.

By signing below, I understand what is required by me as a work study student

Student Signature _____ Date: _____

Banner ID #: _____

Supervisor Signature _____ Date: _____

Supervisors: Send a copy to Financial Aid Office Attn: Timothy Sampson