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## FEDERAL WORK STUDY & ACADEMIC SERVICE SUPERVISOR GUIDELINES

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(These guidelines must be strictly followed.)

1. A Student Sign-in Sheet (an example is available online) can be used to monitor student work hours.
  - A. A sign-in sheet can be issued to each FWS/ASSP student worker in the department. Alternatively, the student can enter the time on the electronic timesheet each day as the work is completed; however, the supervisor must have a way to verify the time entered is correct
  - B. The sign-in sheet can be utilized by the student at the end of each bi-weekly pay period to complete his/her biweekly timesheet in TimesheetX (The Bi-weekly Pay Period Schedule is on the IRIS website).
  - C. The student initiates and submits the time sheet in TimesheetX by 10:00am on the Monday after the pay period has ended.
  - D. The supervisor reviews and approves the time entered in TimesheetX by 10:00am on the Tuesday after the pay period has ended. *Note: No entry in IRIS is required since the TimesheetX data is imported directly into IRIS.*
2. The supervisor is responsible for reviewing the hours on the electronic time sheet and ensures that the hours are entered into TimesheetX correctly.
  - A. The supervisor approving the time must be sure that the correct amount of hours are entered into TimesheetX for each student.
  - B. Paper timesheets are not required and should not be submitted to the Office of Financial Aid & Scholarships.
  - C. The electronic timesheet in TimesheetX must be submitted by the student and approved by the supervisor who has knowledge of the student's hours worked.
3. The hiring department is responsible for reconciling the Payroll Register after each biweekly pay date. If any discrepancies are discovered, notify the Financial Aid Office immediately.
4. The Financial Aid Office will notify departments when biweekly time sheets are due.
  - A. A reminder will be sent out to the UTC email address each biweekly pay period. Time sheets are normally due in the Financial Aid Office the second Friday of the biweekly pay period, although holidays will sometimes necessitate an earlier delivery date.
  - B. Departments that do submit/approve timesheets by the deadline for two (2) pay periods within a semester will be in jeopardy of losing their access to Federal Work Study students and Academic Service Scholarship students.
  - C. A warning will be issued from the Director of Financial Aid prior to rescinding the department's work-study assistance.
5. FWS/ASSP students may not work during their scheduled classes. If a class is canceled, then the student may work IF the supervisor has written verification that the class will not be in session during the normally scheduled time and the supervisor has requested an override from the Office of Financial Aid & Scholarships. Without an override, FWS/ASSP funds cannot be paid to a student during scheduled class time.
6. FWS/ASSP students may not work during holidays, scheduled Fall and Spring Breaks, or before or after class start or end dates. Exceptions are made only when the budget allows and generally only to Community Service areas. Departments that allow FWS students to work on these published dates will be responsible for paying the student out of their own funds.
7. The supervisor is responsible for training and guiding the student in their job. Should disciplinary action become necessary it is up to the Supervisor to abide by the following procedure:
  - A. First offense: give the student a verbal warning of inappropriate action, conduct or work habits.
  - B. Second offense: give the student a written warning of same and have them sign it – keep copies.
  - C. Third offense: give the student written notification of their termination – send copy to Financial Aid Office.
  - D. Exceptions for following the three-step program are gross insubordination, theft, misuse of University property, physical or verbal threats.
  - E. If questions should arise, please contact the Financial Aid Office for instructions.