

FWS SUPERVISOR AGREEMENT

Students are NOT allowed to work work-study when class is scheduled.

Time sheets will be randomly monitored for discrepancies. Supervisors must obtain a copy of the students' current class schedule to monitor. If a discrepancy is found, a warning letter will be sent to the supervisor and his/her immediate supervisor. After warning, if discrepancies continue, all work-study students will be removed from the supervisor for the remainder of the year.

Total hour restriction is being changed.

Students can work their total award as needed. For example, if a student was awarded \$2000 for the year, they can work whatever is convenient but cannot exceed the \$2000.

All FWS students MUST print and complete a Work-Study Assignment Packet by going to www.jcsu.edu and return it with a supervisor's signature to the JCSU Financial Aid Office in order to receive payment. ***Supervisors must make a copy of the work-study packet before it is submitted.** The first day students are to report to work is the first day of class in the fall and the first day of class in the spring. A note is not needed from the Work-Study Coordinator nor is a class/work schedule needed beforehand. All students who were awarded work-study, received a total of **\$2000** for the year or \$1000 per semester and earn \$9.00 per hour.

Time sheets are to be submitted to the Financial Aid Office every month.

A time sheet must be submitted for all students assigned to the supervisor every month, regardless of the amount of hours worked. For example, if Rhonda David was assigned to you, but did not work a particular pay period, the Financial Aid Office still wants a time sheet reflecting 0 hours.

DO NOT submit 4 time sheets at the end of the semester! A time sheet must be submitted every month. Time sheets are to be signed by the supervisor, and must have hours totaled on each time sheet. I understand that I must attach a ***supervisor's time & payroll sheet** (cover sheet) with the time sheets that I submit to the JCSU Financial Aid Office. This too, must be completed **in its entirety** and signed by the supervisor! Any submitted time sheets that do not have this attached cover sheet **will not** be accepted.

If a time sheet is missing a student's signature, I understand that I am required to still send it to the Financial Aid Office each month. I understand that the student's time sheet will then be sent to the payroll department for processing,

but will not be released to the student until the student goes to payroll (704) 378-1086 to sign his/her time sheet. *Please refer to the FWS Calendar on the www.jcsu.edu website for time sheet due dates. If the time sheets are being brought to the Financial Aid Office by the student, the time sheets must **always** be *sealed* in an envelope and signed on the *back by the supervisor* and submitted by the due date per the FWS calendar. I understand that I also have the option to **fax** my students' time sheets to **(704) 378-1292**. If any of my students' time sheets are missing any of the items outlined above, I understand the student will NOT receive payment until the following pay date. **I understand that before I am assigned any work study students from this day forward, I must have an alternate or back up supervisor who will be allowed to sign time sheets, if I, primary supervisor am unable to sign, when my signature is needed.**

I understand that my work-study student and myself are SOLELY RESPONSIBLE for keeping track of how many hours he/she has remaining to work.

Falsification or forgery of a time sheet is grounds for automatic termination.

I understand that my student will not receive payment for any falsified hours submitted. If a time sheet is forged or falsified my student's work study award will be cancelled immediately. As a Work Study supervisor, I will examine monthly time sheets. My signature on the time sheet confirms and certifies that my student worked the hours listed on his/her time sheet. I agree to the terms and conditions set forth in the Federal Work Study Packet. I understand that any person who knowingly and willfully embezzles, misapplies, steals, or obtains by fraud, false statement, or forgery, or fails to refund any funds, assets or property provided or insured under Title IV is subject to a fine of not more than \$20,000, not more than five years or both. These same penalties are applicable to those who attempt these methods of fraud and abuse. Fraud may exist in several manners including falsifying documents, forging signatures, and/or altering or adding hours to time sheets not worked. See the Financial Aid Office for additional definitions.

***I have read and understand the above. My work-study student(s) will not receive payment until this form is returned to the Office of Student Financial Aid. *On the line below, please list your preferred way of contact email or telephone. If telephone, must have voicemail. If email, must be able to accept emails.**

EMAIL

TELEPHONE

PRIMARY INFO

ALTERNATE INFO

Primary Supervisor Name (Print)

DEPARTMENT

Signature

Date

***Alternate Supervisor Name (MANDATORY)**

DEPARTMENT

***Signature**

Date