
FEDERAL WORK STUDY SUPERVISOR GUIDELINES

(These guidelines must be strictly followed.)

1. A Student Sign-in Sheet (an example is enclosed) must be used to monitor student work hours.
 - A. A sign-in sheet must be issued to each FWS/CSLP student worker in the department.
 - B. The sign-in sheet must be signed by the student at the end of each bi-weekly pay period (The Bi-weekly Pay Period Schedule is on the IRIS website).
 - C. The sign-in sheet is used to compute the student's time recorded on their IRIS biweekly timesheet. The student does not have to sign the IRIS time sheet when the sign-in sheet has been signed.
 - D. The original IRIS time sheet must be kept in the department for a minimum of three (3) years.
2. The supervisor is responsible for reviewing the hours on the IRIS time sheet and ensures that the hours are entered into IRIS correctly.
 - A. Where one person completes the IRIS timesheet for more than one area within a department, the supervisor must be sure that the correct amount of hours are entered into IRIS for each student. Staff members that are responsible for entering time into IRIS may enter the time for work-study students once the supervisor has reviewed and signed the IRIS time sheet.
 - B. Timesheets may be scanned and e-mailed, or faxed into the Financial Aid Office. If the timesheets are scanned and e-mail, they must be e-mailed from the supervisors UTC e-mail account. Supervisors can fax the timesheets to the work study fax machine number at (423)425-5827.
 - C. IRIS Timesheets must show the students name, Personnel #, Pay Period Ending Date, and the name of the hiring department and **MUST BE SIGNED** by the individual completing the timesheet.
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 over UTCINFO 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 not deliver timesheets to the Financial Aid Office by the specific date 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/CSLP 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. FWS funds cannot be paid to a student during scheduled class time.
6. FWS 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 Work Study Coordinator for instructions.