

CREIGHTON UNIVERSITY

Responsibilities of Supervisors to Federal Work-Study Students



1. I will provide training, supervision, and consistent work assignments for the Federal Work-Study (FWS) student. The Federal Work-Study program does not allow studying on the job.
2. I understand that the FWS stipend is allocated by the academic year and/or summer session. I will make every attempt to guarantee the FWS student enough consistent work to earn his/her entire FWS award, but not exceed it. If the student exceeds the FWS limit, I understand that the excess may be billed back to my department.
3. Student should log their hours in to their on-line timesheet through Creighton's MyHR after each shift. At the end of each pay period, I will verify each student's time reported for the assigned work period, and submit it to the Creighton Payroll Office in a timely manner. I realize that failure to comply means the possible delay of the student's paycheck.
4. I understand that the FWS program does not provide for overtime pay. (Any time worked over 40 hours per week will be charged back to the employing department.)
5. I understand that the tasks I assign to the FWS student will be related to my official duties and such tasks will be for the benefit of Creighton University or an authorized off-campus, non-profit, community service agency or public agency.
6. I will report difficulties regarding FWS to the CU Student Employment Office.
7. I will reinforce to students that they may not work during their scheduled class hours.
8. I will share the bi-weekly earnings information I receive electronically from the Student Employment Office with the student so he/she will have updated information about balance of funds.

I have read and understand my responsibilities to the FWS student(s) employed in this department or agency.

CU Department/Agency Org # Printed FWS Supervisor name

Signature: _____ date: _____

Return to:

Creighton University Student Employment Office
Harper Center rm 2054
402-280-2457 ofc
402-280-2895 fax
studentemployment@creighton.edu