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. I understand that it is my responsibility to provide a mechanism for my student employee to sign in and out each work session. Student should verify and sign his/her timesheet for hours worked. I will verify and sign 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 to the employing department and student’s FWS employment may be terminated.)

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 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.

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Department/Agency Org # Printed FWS Supervisor name

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date: \_\_\_\_\_\_

Return to:

 **Creighton University Student Employment Office**

 **Harper Center rm 2054**

 **2500 California Plaza**

 **Omaha, NE 68178-0062**

 **402 280-2457**

 **fax 402 280-2895**