

◆◆ FEDERAL WORK-STUDY IMPORTANT REMINDERS ◆◆

2011-2012

- **Students should not begin working until all required paperwork is submitted to the Financial Aid Office and the student and supervisor receive an email from the Financial Aid Office authorizing the start of employment. Any time sheets received for unauthorized students will be returned to the department.**
- **Supervisors (not students) are responsible for submitting time sheets to the Financial Aid Office weekly by 10 A.M. every Friday.** Please do not leave them in the mail room. Time sheets are available on the web at www.holyfamily.edu/finaid, click on 'Student Employment'. Keep in mind that the student and the supervisor must sign each time sheet.
- To allow ample processing time, paychecks for Federal Work-Study are calculated on time sheets received by **10:00 A.M. on the deadlines listed on the back of the time sheet.** Time sheets should be **submitted weekly**, but no later than the time sheet due date listed on the back of the time sheet. Time sheets received after those deadlines will not be processed until the next payroll. Due to payroll processing deadlines, we cannot make exceptions for time sheets received late.
- The days of the week are preprinted on the time sheets. The date the student worked must be written in beside the appropriate day.
- Students are paid in 15 minute increments and their time sheets must reflect this. Example: Monday, 11/14/11 1:15 to 3:30 = 2.25 hours /2 hours, 15 minutes/ 2¼ hours
- Anyone working more than 4 hours at one time must show at least a 15-minute break on their time sheet. This break should not be counted as time worked. Any timesheets that do not reflect a break will be adjusted accordingly. Also, students may not work more than 8 hours per day.
- Students may work no more than 20 hours per week when classes are in session and up to 40 hours per week during breaks and summer sessions.
- It is the responsibility of both the supervisor and the student worker to keep track of hours worked. Students cannot be paid for hours in excess of those stated on their contract.
- Please note that students cannot earn their 2011-2012 Federal Work-Study award beyond the last date of the semester (May 5, 2012).
- Students must be full-time (at least 12 credits each semester) to participate in the Federal Work-Study program.
- Federal Work-Study pay dates are listed on the back of the time sheet. Students are paid bi-weekly on Friday's. Federal Work-Study checks are mailed by the Payroll Office, Room 209 HFH. Direct deposit forms are available at; www.holyfamily.edu/finaid, click on "Student Employment".
- Students that work with confidential information will be required by their Supervisor to read and sign the "**Statement of Understanding of Confidentiality Requirements for Student Workers**". A copy of this form will be maintained in the department's student personnel file.

If you have any questions regarding Federal Work-Study, please contact Jackie Prendergast 267-341-3538 or the Financial Aid Office at 267-341-3233.