

Work Study and Student Employee Supervisor Responsibilities Form

The Work Study program is federally funded, requiring Roger Williams University to adhere to strict federal regulations to participate. The guidelines below apply to both Work Study and Student Employee positions. If you are designated as a supervisor of student assistants, please review this form and return it to the Payroll Office before the semester begins and students start logging their hours. Remember to keep a copy for your records and send the original to PayrollOffice@rwu.edu.

E-Time

- Students must be approved and signed off on in E-Time by 10am on Monday of the payroll week.
- **E-Time MUST reflect a ½ hour break after 6 hours of work.**
- **No student may work more than 8 hours-a-day or 20 hours-a-week, including all jobs** (40 hours-a-week when school is not in session, including all jobs). **No students should be working overtime hours.**
- Students and/or supervisors should not enter scheduled hours not yet worked into E-Time in advance.
- Students must clock-in and -out when working and transfer into their secondary positions. Supervisors may not log hours for the student.
- Students can only hold **2** positions at a time and can only hold **1** work study position at a time.
- Supervisors are responsible for E-Time approval; students may not be given this responsibility.

General Guidelines

- The supervisor is responsible for making sure the student is employed with a meaningful job.
- There are **NO** holiday/comp/snow/vacation days or overtime for students. It is "hours worked equals hours paid".
- The supervisor is accountable for hours worked and ensuring that a student is not working during class time.
- Students **must** be supervised, and students may not supervise other students.
- Students **must** work during department/office hours. Work **cannot** be done from a campus dorm or home.
- Supervisors must monitor, in conjunction with the student, that they do not go over their work study allocation. Any student earnings over their awards **will be charged to the hiring department's budget.**
- A student cannot begin work until the Work Study Authorization Form or Student Employment Request has gone through all the steps in Etrieve **AND** you have received an email confirmation of the students start date. **The department will be charged for hours worked prior to authorization. Supervisors who repeatedly ignore this step will have their manager's license revoked and will no longer be permitted to hire students.**
- If the primary supervisor is not available, there must be a back-up person who will fill in during the absence of the supervisor. This should be someone who can verify the hours a student has worked. This back-up person must also complete a Supervisor Responsibilities Form.
- Work Study students **cannot work more than their maximum hours per week** as indicated on their Authorization forms. **This policy will be strictly enforced.**

My signature certifies I have read, understand and agree to the guidelines and responsibilities that apply to the work study program.

Sign: _____

Date: _____

Term: _____

Department: _____

If you have any questions, or require clarifications, please contact PayrollOffice@rwu.edu.