March 1, 1995

ADMINISTRATIVE MEMORANDUM NO. 34

To: Vice Presidents, Deans, Directors, Department Chairs, and Other Administrative Officials

From: Gordon H. Lamb, President

Subject: Work Study Program

a. Student must have a Work Study award before placement procedures can be initiated. Her/his award must be renewed each fiscal year which begins on July 1 and ends June 30.

b. All students in the Work Study Program must be certified to be eligible by the Office of Student Employment, where the student will be given:

1) A referral form indicating if she/he qualifies for Work Study.
2) An assignment form which must be completed by the hiring department; providing proper account numbers, job description, and all other data requested. (The assignment form is the computer payroll input document; therefore, incomplete forms may result in the delay of payment to employees). All required forms must be returned to the Student Employment Office prior to the submission of the first time sheet.

c. Federal guidelines require daily monitoring of hours worked; supervisors are responsible for certifying hours worked.

d. Student employees will be paid only for hours worked. Hours in excess of a maximum of 20 hours per week while classes are in session, more than 8 hours in 1 day, or more than 6 hours in a row without a break period cannot be charged to the Work Study Program.

e. All time sheets submitted for payment must have the signature of the supervisor authorized to sign (signature card on file in Student Employment Office), the proper fiscal agent's signature, and the student's signature. If any signatures are missing, time sheets must be held for correction, and cannot be processed until the following payroll period.

f. Every effort will be made to cooperate in the referral of as many available students as necessary for the smooth operation of all departments, and in return student employers are asked to cooperate in:

1) completing necessary forms;
2) carefully monitoring the time sheets of all students employed; and
3) notifying the Student Employment Office of openings by submitting Job Request Cards.