

**FEDERAL WORK STUDY CONTRACT**

**FOR SUPERVISOR TO COMPLETE**

Student Name: \_\_\_\_\_ Department: \_\_\_\_\_

Student ID: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**AWARD AMOUNT AND HOURS WORKED**

You have been offered a Federal Work Study position in the above department for the following semesters:  
*(Supervisor, please divide award amount by rate of pay to determine "Total Hours to Work". To confirm award amounts, please view the student's award letter or inquire with the Career Center.)*

<u>Semester/Year</u>	<u>Award Amount</u>	<u>Total Hours to Work</u>
Fall _____	\$ _____	_____
Spring _____	\$ _____	_____
Summer _____ <i>(Summer is for Literacy Center students only!)</i>	\$ _____	_____

We understand this is the maximum award the student may receive for the term listed. We understand that we should refer to the Student Employee Timesheet and Pay Schedule to see which pay periods and dates fall under which semesters' earnings. We understand the student may not work more than the hours and award amount indicated on this contract and that any overage will be paid by department named above. Any overage that occurs may be deducted from the next semester's award. Exceeding your award amount may result in the forfeiture of your FWS award for the remainder of the academic year.

**EMPLOYMENT PACKET**

Student and supervisor have reviewed employment packet and confirmed that the required Career Center and Human Resources forms listed below are completed. Please check each item after verifying that it is complete. All of these documents should be submitted together during the student's appointment with the Career Center. **Appointments are required in order to submit employment packets.** Appointments may be scheduled by calling 706-737-1604.

The student has scheduled an appointment with the Career Center for the following date and time:

Date \_\_\_\_\_ Time: \_\_\_\_\_

**Mandatory Career Center Forms**

- \_\_\_ Intent to Hire Form (completed by supervisor)
- \_\_\_ Student Employment (SA or FWS) Contract (completed by supervisor and signed and dated by student and supervisor)

**Mandatory Human Resources Forms**

- \_\_\_ Confidential Employee Data Form (completed by student)
- \_\_\_ Form G-4 (completed by student)
- \_\_\_ Form W-4 (completed by student)
- \_\_\_ Employment Eligibility Verification (I-9) (completed by student and Career Center w/documents to satisfy)
- \_\_\_ Acknowledgement Receipt (completed by student)
- \_\_\_ Worker's Comp Questionnaire (completed by student)
- \_\_\_ Workers Comp Memorandum (completed by student)
- \_\_\_ Direct Deposit Authorization (completed by student w/voided check or direct deposit form from bank)
- \_\_\_ Information Access Form (completed by student)
- \_\_\_ Security Questionnaire (completed by student but must be signed in the Career Center unless someone else notarizes it for you.)
- \_\_\_ Background Investigation Questionnaire and Release Form (completed by student)
- \_\_\_ Social Security Card (required by Human Resources-may be used to satisfy I-9 as well)

**BACKGROUND CHECK**

The supervisor and student both understand the background check must be completed before the student begins work. You will be notified by the Career Center via email when it has cleared. The student CANNOT begin work until the background check clears and you are notified by the Career Center. It is important the student schedules his/her appointment to submit this packet as soon as possible after the two of you have completed it. Waiting will delay the start date even further.

**ENROLLMENT REQUIREMENTS**

We understand the student must be enrolled in at least one course each semester in order to maintain employment. If the student is not enrolled and/or has not been awarded FWS, he/she may not work under the FWS Program. Undergraduate students must be enrolled in at least 12 credit hours and graduate students must be enrolled in at least 10 credit hours in order to be exempt from FICA Med deductions (Medicare portion of Social Security=1.45%).

**MAXIMUM HOURS WORKED**

While classes are in session, the maximum hours the student may work each week is twenty-five (25). International students may never work more than twenty (20) hours per week while school is in session. With supervisor’s permission, students may work up to 40 hours per week during vacation periods and summer break. FWS students must remember that they cannot exceed their award amount each semester, so their hours should be scheduled accordingly. This may mean that they cannot work 25 hours per week if they intend to work the entire semester.

**FINANCIAL AID**

The student understands he/she must complete ALL financial aid requirements before April 1st each year for the upcoming academic year if he/she wishes to be awarded FWS for that year. Eligibility for the FWS Program cannot be determined without completion of the financial aid application process. Students can check for any outstanding documents on Elroy and submit them to the Financial Aid Office. Other questions regarding a student’s financial aid status should be directed to the Financial Aid Office at 706-737-1431.

**SATISFACTORY ACADEMIC PROGRESS (SAP)**

You must maintain Satisfactory Academic Progress in order to continue working under the FWS Program. Failure to do so may result in the forfeiture of your award. For more information on how to maintain SAP, visit the Financial Aid Office website.

**ORIENTATION/TRAINING**

We understand the student must schedule an appointment to submit this packet to the Career Center. As part of that appointment, a computer-based orientation/training will take place. The student will be required to answer questions about information covered during the training. This training will cover basic employment policies, campus policies and customer service.

I accept the terms and conditions of this contract as stated above:

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date