



**ASU**  
AUGUSTA STATE UNIVERSITY

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# STUDENT EMPLOYMENT



## A SUPERVISOR'S GUIDE TO THE FEDERAL WORK STUDY AND STUDENT ASSISTANT PROGRAMS

A Member of the University System of Georgia



**Financial Aid Office**  
**Phone: 706-737-1431**  
**Fax: 706-737-1777**

Dear Student Employee Supervisor:

As a supervisor of student employees at Augusta State University, you should be familiar with the policies and procedures of the Student Employment Program to ensure a positive experience for both yourself and your students. The information outlined in this guide will increase your understanding of the important role you play as a student employee supervisor.

This is the newest edition of the Supervisor's Guide to the Student Employment Program. It includes policies, procedures, information and forms relevant to the Federal Work Study and Student Assistant Programs. It should answer most of the questions you have regarding the Student Employment Program. It was created and bound in a three-prong folder so that you may add addendums or updates. You can also remove any items from the Appendix and make copies as needed. Please keep it in your office and use it often.

Thanks to all of you for the work you have done to make Augusta State University's Student Employment Program a continued success!

Amber A. Zimmerman  
Grant & Student Employment Manager  
Office of Financial Aid

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## **INTRODUCTION TO STUDENT EMPLOYMENT**

Each academic year, Augusta State University employs more than 250 students in a wide variety of work settings throughout the campus and the community under the Federal Work Study and Student Assistant Programs. It is the philosophy of ASU that all student employees are students first and employees second. Policies and procedures governing student employees, as well as work site management decisions should be made with this philosophy in mind. However, this does not relieve student employees of the basic commitments of dependability, honesty, and professionalism required in any position they accept.

The University believes that students should gain valuable job experience from each employment opportunity. This may include specific career related job activities, or general responsibilities required of all employees. It is the obligation of anyone who accepts the responsibility of supervising student employees to work toward this goal. It is important for all supervisors to make every effort to properly train each student employee.

### **EQUAL EMPLOYMENT OPPORTUNITY**

(from the ASU Employee Handbook published by ASU Personnel Office)

Augusta State University Is an Equal Employment Opportunity Employer. The Board of Regents and institutional policies prohibit discrimination based on race, creed, color, national origin, sex, age, veteran status, or handicap. The equal employment opportunity program is exhibited in personnel actions as follows:

- The recruiting, hiring and promotion of employees in all job classifications shall continue to be accomplished without regard to race, creed, color, national origin, sex, age, veteran status, or handicap;
- Employment decisions shall continue to be based upon an individual's qualifications, experience and abilities for the position being filled;
- Promotion decisions shall continue to be made on the individual's qualifications, performance, and accomplishments as related to requirements of the position under consideration;
- All other personnel actions such as compensation, benefits, transfers, and institutional sponsored training shall continue to be administered without regard to race, creed, color, national origin, sex, age, veteran status, or handicap.

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The ASU Employee Handbook is available on the Personnel Office website.

### WHAT IS THE STUDENT ASSISTANT PROGRAM?

The Student Assistant Program provides on-campus employment to students enrolled at Augusta State University. In order to qualify as a Student Assistant (SA), a student must be currently enrolled in a degree or certificate program. **Transient students** are not eligible to participate in this program. Financial need is not a factor. Compensation is **one hundred percent** (100%) departmental.

### WHAT IS THE FEDERAL WORK STUDY PROGRAM?

The Federal Work Study (FWS) Program provides jobs for students who demonstrate financial need. FWS gives needy students an opportunity to earn money to assist with their educational expenses. FWS recipients are awarded a specific amount of funding each year that may be earned through employment. **Seventy-five percent** (75%) of a student's earnings is provided by the federal government and **twenty-five percent** (25%) by the department for which the student works.\* The only exception is the America Reads/America Counts Literacy Tutoring Program which is **one hundred percent** (100%) federally funded. Because FWS is a form of financial aid, adjustments to a student's award may be necessary after the student begins work. FWS earnings **must be tracked** so that no student exceeds his/her award. For more information on tracking FWS awards, refer to page 3.

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\*From the U.S.  
Department of  
Education's Student  
Financial Aid  
Handbook

### WHO IS ELIGIBLE FOR FEDERAL WORK STUDY?

In order to qualify for the FWS program, students must complete the **Free Application for Federal Student Aid (FAFSA)**\* and demonstrate financial need. Like the Student Assistant Program, Federal Work Study recipients must be enrolled in a degree or certificate program. **Transient students** are not eligible. Additionally, students must be citizens or permanent residents of the United States and be making Satisfactory Academic Progress. Timely application is required, as the number of FWS requests often exceed available funding. Students who demonstrate financial need and have not been awarded FWS should call the Financial Aid Office and request to have their names placed on the Campus-Based Funds Waiting List.

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The **FAFSA** is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and in the ASU Financial Aid Office.

**HOW DO I KNOW IF A STUDENT HAS BEEN AWARDED FWS?**

Students who are awarded FWS will be able to see this award posted on their ELROY account. They will also receive a **Federal Work Study Award letter** from the Grant & Student Employment Manager. With this letter, they will also receive a **Federal Work Study Student Introduction form** as proof of their FWS award. FWS recipients should bring this form to all interviews for FWS positions. Potential supervisors **may not interview** a student without the FWS Student introduction form. When in doubt of a student's FWS award, you should contact the Grant & Student Employment Manager in the Financial Aid Office.

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See Appendices A & B for samples of the **Federal Work Study Award Letter** and **Federal Work Study Introduction Form**.

**TRACKING FWS AWARD BALANCES**

It is absolutely imperative that FWS award balances be tracked. The tracking of awards is the responsibility of the student and supervisor. This may be done by using the **FWS Award Balance Form**. **Any hours worked over the allotted award cannot be charged to the FWS program**. The department/organization will be responsible for 100% of the overage.

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See Appendix C for **FWS Award Balance Form**

When tracking awards, it is important to use the Timesheet Schedule, so that you and your student can easily see which dates and/or pay periods fall under which semesters earnings.

In order to track a FWS balance, the student's total earnings from each pay period should be subtracted from the award amount. For example:

*Susie has an FWS award of \$2000.00 for the fall semester. During the first pay period, she earns \$200.00. This leaves a balance of \$1800.00. The following pay period, she earns \$300.00. Her new balance is \$1500.00.*

Some students may be eligible for additional FWS monies. Provided that funds are available and the student is eligible, the award amount may be increased. This will not be done until it appears that the student will "exhaust" the original award amount. In most cases, the award will be increased automatically by the Grant & Student Employment Manager.

If a student does not earn all of his or her FWS award money during the semester, the remaining balance is **NOT** transferred to the following semester. The next semester's award will remain the same and be increased **IF** the student is eligible **AND IF** funds are available.

### FWS and OFF-CAMPUS ORGANIZATIONS

Any off-campus organization that wishes to participate in the Federal Work Study Program with Augusta State University must be a federal, state, local public agency or a private, non-profit organization. Such organizations and agencies are required to sign an **Off-Campus Federal Work Study Contract**. These contracts renew themselves automatically on **July 1st** of each fiscal year.

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See Appendix D for a sample **Off-Campus Federal Work Study Contract**.

Off-campus organizations, like on-campus departments, are responsible for 25% of their student employees earnings. These organizations are sent **invoices for payment** by the ASU Business Office approximately once a month, usually for two pay periods at a time.

### RETURNING FWS RECIPIENTS

Returning students will automatically be awarded FWS for the new academic year given that they are still eligible and have completed the financial aid application process in a timely manner. Please note that it is at the discretion of the Financial Aid Office to establish any deadlines for paperwork. Students who complete the financial aid application process late may not be awarded FWS for the ensuing academic year. Typically, this is **June 1st** for the fall semester. The same applies to students who wish to work during the summer semester. Students **must request FWS for the summer semester**, even if they received it for the previous fall and spring semesters.

### RELIGIOUS INVOLVEMENT

FWS positions may not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction. In determining whether a FWS position will violate this restriction, you must consider the purpose of the part of the facility in which the work will take place and the nature of the work to be performed. Contact the Grant & Student Employment Manager before doing so.

**LISTING A JOB OPENING**

A job opening may be listed by contacting the Grant & Student Employment Manager in the Financial Aid Office. Prior to the beginning of each term, the Grant & Student Employment Manger will send out requests for job descriptions to all student employee supervisors. Supervisors may request to post openings on the **FWS and SA Student Employment Opportunities List** any time throughout the academic year. The job description should include the following:

- Name of contact person
- Job responsibilities
- Special skills needed (if any)
- Hours preferred
- Rate of pay

The *FWS & SA Employment Opportunities Lists* are available online at the Financial Aid Office’s Student Employment Website and in the Financial Aid Office. All job listings will remain on the FWS and SA Student Employment Opportunities List until the *supervisor or contact person requests* that they be removed.

The following forms are included in the **Student Employment Packet** (see Appendix E for FWS and Appendix F for SA):

**HIRING PROCEDURES**

Departments and agencies will be contacted by potential student employees as a result of the job opening posted on the *FWS and SA Student Employment Opportunities Lists*. Supervisors should interview and hire the student(s) they feel would best suit the work in his/her offices. Supervisors who are interested in hiring a FWS student must contact the Grant & Student Employment Manager to confirm the student’s FWS award prior to hiring the student if the student cannot provide the *Federal Work Study Introduction Form* (see page 3). In order to work under the FWS Program, the student must have been awarded Federal Work Study!

- General Information and Program Guidelines
- FWS Award Balance Sheet (FWS packets only)
- Departmental Hire Form
- Student Responsibilities Form
- Confidential Employee Records Form
- W-4 Withholding Form
- G-4 Withholding Form
- Employment Eligibility Verification Form I-9
- Board of Regents Security Questionnaire
- Direct Deposit Authorization Form
- Criminal Background Investigation Form

Once a student (FWS or SA) has been hired, the student must return to the Financial Aid Office to obtain a **Student Employment Packet\***. The student and his/her supervisor should complete the Student Employment Packet and return it to the Financial Aid Office. Each student must complete a **Criminal Background Investigation (CBI) Form before he/she can begin work**. These should be turned in with the Student Employment Packet. The *CBI Form* will then be forwarded to Public Safety for processing. This usually takes 1 to 2 business days. Once this is completed, the supervisor will be notified that the *CBI* has been processed. It is then the responsibility of the supervisor to contact the student and schedule a start date. **NO**

begin work until authorized by the Grant & Student Employment Manager. If there is a problem with a student's background check, the student may be contacted and asked to speak with the Director of Public Safety.

Additionally, the Augusta State University Personnel Office requires that each student employee submit a copy of his/her **social security card**. If a student does not have a social security card in his/her possession, one must be obtained from the Social Security Administration. A receipt of application will be given to the student upon completing the proper forms. This receipt may serve as a substitute until the student receives the actual card. Upon receiving the new card, a copy **must** be submitted to the Personnel Office.

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A social security card is proof that a student is eligible to work in the United States.

### TIMESHEETS

Students are to record their hours worked on **Timesheets** which can be accessed online at the Augusta State University Payroll website at [http://www.aug.edu/business\\_office](http://www.aug.edu/business_office). Timesheets must be submitted to the Payroll Office in the sealed Student Payroll Envelope (which may be obtained from the Payroll or Financial Aid Offices) **no later than 10:00 am** on the scheduled due dates. Timesheets submitted late, unsigned or otherwise incomplete will not be processed.

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See a Appendices G & H for a sample **Timesheet and Student Employee Timesheet and Pay Schedule** .

The Financial Aid Office will distribute a **Student Employee Timesheet and Pay Schedule** at the beginning of each academic. Please refer to this schedule for submission dates. The Timesheet Schedule is available online on the ASU Financial Aid website. Extra copies are also available in the Financial Aid Office.

Student Employment packets must be submitted by 4:30 pm on Tuesday of each week before timesheets are due. Packets submitted late, unsigned or otherwise incomplete will not be processed until the next pay period and, in these instances, students will not be able to complete a timesheet.

Each department/office/organization that employs student workers must designate one full-time employee to be responsible for preparing the student timesheets at the end of each pay period. It is recommended that each department use the **Student Sign In/Out Form** for the student to sign in and out each day he/she works. This should be used to check against the completed timesheet for accuracy. Once they have been prepared, the supervisor can personally deliver them in the Student Payroll Envelope to the Payroll Office, or send it via courier. Any and all timesheets not delivered in a payroll envelope, or in a payroll envelope with a broken seal will be returned to the responsible department. This process has been established in an effort to nullify voided checks, overpayments, and

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See Appendix I for **Student Sign In/Out Form**

the projection of hours that oftentimes go unfulfilled and eliminate the opportunity to falsify a timesheet. Should falsification or forgery on timesheets be suspected, the Grant & Student Employment Manager should be contacted immediately. In some cases, disciplinary action will be taken.

In addition, it is the responsibility of the supervisor to ensure that each timesheet is submitted at the appropriate time. Timesheets are not to be held to serve as a savings plan for the student. Supervisors are strongly encouraged to maintain copies of timesheets.

### **RATES OF PAY**

Student employees must be paid at least the current minimum wage (\$5.15 per hour), and pay rates should reflect the skill needed for the job and the level of responsibility. For more information, refer to the ***Job Classification Descriptions Form***. Pay rates cannot exceed the rates being paid to permanent or temporary staff employees performing the same function. FWS employees cannot be paid at a rate higher than what is paid to Student Assistants performing the same work, and vice versa.

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See Appendix J for  
***Job Classification  
Descriptions Form***

### **MERIT INCREASES**

Departments may recommend pay increases for merit, economic adjustment, or length of service after the student has worked satisfactorily for an academic year. A memo must be sent to the Grant & Student Employment Manager in order to receive a raise in pay. Requests for pay increases should include the following:

- Student's full name
- Social Security Number
- Department name
- Effective date (this must be the first day of a pay period)
- New rate of pay

### **PAYROLL PAYMENTS**

Effective November 1, 2004, all student employee payroll payments are processed via direct deposit only. For students who cannot or choose not to have a checking account, many banks offer a "pay access" card which functions similarly to a Visa debit card. Participation is mandatory for all employees of Augusta State University. The ***Direct Deposit Form*** is available in all student employment packets and on the ASU Payroll Office's website. Questions regarding direct deposit should be directed to the Augusta State University Payroll Office.

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See Appendix K for a  
sample ***Direct  
Deposit Form***.

### STUDENTS WORKING MORE THAN ONE JOB

Departments that need students to work only a few hours a week may have their need met by a student who works two jobs. For example, a student can work at one job five hours a week and at another job for ten hours a week. Students working in two (2) departments may work no more than 25 hours per week between the two departments. No student may work in more than two departments simultaneously.

### WORKING DURING SCHEDULED CLASS HOURS

Federal regulations prohibit FWS students from working during scheduled classes. Student assistants should be held to the same standard. All work hours should be planned around each student's class schedule.

### RESIGNATION and TERMINATION

When a student resigns from his or her position, he/she should provide at least two weeks notice to his/her supervisor whenever possible. It is the responsibility of the supervisor to notify the Grant & Student Employment Manager of the resignation by completing a ***Student Performance Evaluation***.

Supervisors may terminate a student employee when he or she does not satisfactorily perform the duties and responsibilities outlined on the Departmental Hire Form. Specific deficiencies must be pointed out to the student. A written warning should be issued, and the student must receive an opportunity to improve prior to termination. If satisfactory performance does not occur within a specific time frame, the supervisor may then proceed with the termination. A *Student Performance Evaluation Form* **must** be completed and returned to the Grant & Student Employment Manager for the student's file regardless of the reason for termination.

Immediate termination of a student employee is expected for gross misconduct, including actions threatening the safety of others, malicious use or theft of University/organization property, falsification and/or forgery of timesheets and other official documents, etc. These cases must be reported immediately, in writing, to the Grant & Student Employment Manager.

Please be aware that "termination" does not mean that a student's FWS award is cancelled. The student (except in extreme circumstances) is free to seek employment in another department.

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See Appendix L for  
***Student  
Performance  
Evaluation Form***

A **Student Performance Evaluation** must be completed each year (due in May) and ANY time that a student ceases to work for a department. This includes resignation, termination, graduation, withdrawal from school, etc. The *Student Performance Evaluation* is kept in the student's employment file in the Financial Aid Office. It is important that these be submitted in order to keep Personnel files as updated as possible. These forms may also serve as references for future employment on OR off-campus.

### TRAINING

The training process can be a rewarding experience for the supervisor and the students. Supervisors play a key role in the future employment success of students and should make every effort to encourage student employees to develop characteristics of good judgment, dependability, initiative, and responsible behavior.

The immediate supervisor should set up a training session with each student. This training session should occur on the first day of work, and can be done informally. The supervisor and the student will review the student's responsibilities and the student will be introduced to people he/she will be working with. The supervisor should not assume that the student knows what to do, but rather should go through the work procedure and explain everything in detail. Asking for feedback is the best way to ensure that instructions are being understood.

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Consider creating a Training Manual to give to each of your student employees. Some items you may want to include are:

- Frequently asked questions
- A list of coworkers, their titles, and job responsibilities
- A list of office hours and lunch schedules
- A map of the building or the office
- Basic information about department/ agency
- Job responsibilities for student workers

### TAX INFORMATION

FWS and SA employees are subject to federal and state taxes. Both **W4** and **G4 Withholding Forms** are included in each Student Employment Packet. Should a student wish to update or change allowances on these forms, a new form must be submitted to the ASU Payroll Office.

W4 Forms are available on the IRS website at [www.irs.gov](http://www.irs.gov).

G4 Forms are available on the Georgia Department of Revenue website at [www.gatax.org](http://www.gatax.org).

These forms are also available from the Grant & Student Employment Manager in the Office of Financial Aid.

ASU issues all student employees a **W-2 Form** each year.

**WORKERS COMPENSATION**

(from the ASU Employee Handbook published by the ASU Personnel Office)

Employees are covered by the provisions of the Georgia Workers Compensation Act which provides for medical expenses and, when applicable, compensation for time off due to injury on the job. Benefits are determined by the State Board of Workers Compensation. An employee who suffers an injury on the job no matter how minor must immediately report the injury to the supervisor and to the Personnel Office.

Workers Compensation notices are posted in departments and in Personnel Services. These notices list the physicians from whom an injured employee must seek treatment. In case of an emergency, an injured employee may seek care from the nearest emergency room but follow-up care must come from a physician listed on the panel. Failure to have a job-related injury treated by a listed physician may jeopardize payment of any medical expenses due under Georgia Workers Compensation law.

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The ASU Employee Handbook is available on the Personnel Office website.

**BENEFITS**

Student employees are not eligible for benefits such as sick leave, holiday or vacation pay, or retirement benefits.

**BREAK AND MEAL TIMES**

Federal regulations state that a student who works a 4-6 hour shift can take a fifteen (15) minute paid break per shift. A student who works a 6-7 hour shift can take a fifteen (15) minute paid break and a thirty (30) minute unpaid meal break. A student working a 7-8 hour shift can take two fifteen (15) minute paid breaks and a thirty (30) minute unpaid meal break.

**INTERNATIONAL STUDENTS**

International students may work on campus only and may only be employed under the Student Assistant Employment Program. (not in the community) when enrolled in an educational institution in the United States, and must obtain the necessary documentation from the U.S. Immigration and Naturalization Service. A United States social security number must be obtained before the effective date of hire. International students are restricted to no more than 20 hours per week while enrolled in classes. Under no circumstances are international students allowed to work under the FWS program.

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Additional questions about International Students may be addressed to Gina Thurman, Coordinator of Special Programs, Bellevue Hall, 737-1411.

**FWS and SA ACCOUNT NUMBERS**

When completing the Departmental Hire Form in the Student Employment Packet, an account number is required. This is the account to which your student employees' earnings will be charged. Here is a guideline to follow for determining your department's/agency's account number:

The seven (7) digit Department Code is the first part of the account number. Your Department Code should be available from your department.

The five (5) digit Fund Code is the second part of the account number. Fund Codes will vary by department/agency. Contact the Grant & Student Employment Manager if you are unsure of this number.

The Fund Code is followed by the 6 (six) digit Account Code. The Account Codes are as follows:

<b><i>Student Assistant</i></b>	<b>524100</b>
<b><i>Federal Work Study</i></b>	<b>723110</b>

The account number ends in a three (3) digit Sequence number which is always **001**.

The **off-campus account number** for all off campus jobs is **2019100-20000-723120-001**.

The **only exception** to this is that of the **America Reads Program**. That account number is **2000800-20000-723150-001**.

**STUDENT EMPLOYEE OF THE YEAR AWARD**

Each year, the Augusta State University Financial Aid Office, in collaboration with the ASU Bookstore, sponsors the ASU Student Employee of the Year Award. This award is made to student employees who work under the Federal Work Study and/or Student Assistant Programs and have demonstrated excellence in service to their departments. Supervisors, faculty and staff are encouraged to nominate students from their departments for this award. A committee selected by the Financial Aid Office chooses the winner. Nomination forms and information are sent out early during the spring semester and the winner is typically announced in April or May.

All account numbers will include a total of 21 digits. Number in parentheses is the number for each figure. These should be separated by hyphens (-).

- Department Code (7)
- Fund Code (5)
- Account Code (6)
- Sequence Number (3)

For example:  
1234567-10000-524100-001

### RESPONSIBILITIES OF THE STUDENT

As employees in your department, student employees are under your direct supervision. You may wish to establish your own set of responsibilities for each student. The following, however, should be adhered to by all student employees, regardless of the department for which they work.

Students are expected to:

1. Report to work in a punctual manner. They should follow their set schedule unless circumstances arise that prevent them from doing so.
2. Notify the supervisor in advance when they will be tardy or absent from work.
3. Refrain from conducting personal business on the job.
4. Report accurately hours worked on timesheets.
5. Perform the job duties to the best of their ability.
6. Dress appropriately for the job.
7. Act in a professional manner concerning confidentiality of student records, etc.
8. Take the job seriously.
9. Monitor their earnings in relation to their FWS award (where applicable).
10. Establish a good working relationship with their supervisor and other departmental employees.
11. Notify their supervisor of any change in their FWS award.
12. Notify their supervisor immediately if they withdraw from or drop their classes. Students CANNOT continue working if they are not enrolled.

**Special Note:**

Student employees are considered employees of the University. Therefore, they are subject to University personnel policies and procedures.

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Let your student employees know exactly your expectations before they begin work. This will deterring future problems.

**RESPONSIBILITIES OF THE SUPERVISOR**

The role of the supervisor is vital to the success of any Student Employment Program. In order for the program to be effective, each supervisor must perform a wide range of activities. As a supervisor you are responsible for the development of the work environment. This process begins when you interview and select student workers with the skills and abilities necessary to support the operation of your department. You must communicate departmental goals, provide job descriptions, organize assignments, and establish expectations of your students. You will also be responsible for training, motivating, guiding and evaluating and communicating with each student you hire. You should serve as a role model for the development of good work habits such as punctuality, dependability, cooperation, honesty and efficiency. Many students have a great deal of potential, but very limited work experience. Your patience and support can help them develop that potential so that they become a valuable asset to the department as they gain invaluable experience.

Any permanent university employee can be a supervisor. Generally, the supervisor should be the person who has the most direct, daily contact with the student employee.

As a supervisor of student employees at ASU, your responsibilities include:

1. Working with the student to establish a regular work schedule.
2. Allowing flexibility in scheduling during exam times.
3. Correcting inappropriate behavior as soon as possible.
4. Verifying the accuracy of each timesheet before signing it. (If a supervisor will not be available to sign a timesheet in a timely manner, he/she must make alternate arrangements and inform the Financial Aid and Payroll Offices.)
5. Submitting complete timesheets to the Payroll Office by the established due date.
6. Ensuring that your student employee does not work more than 25 hours per week except during holidays and summer break (and never more than 40 hours per week during these times).
7. Ensuring that no FWS employee earns more than the total award he/she has been allotted each academic term.
8. Ensuring that each employee completes and submits his/her Student Employment Packet before beginning work and notifying the student of a start date once the background check has cleared.
9. Verifying FWS eligibility of students prior to interviewing applicants.

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Assist your student employees in establishing a work routine so that they know what they should be doing from the time they arrive for work until the time they leave.

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Create a schedule for your student employees and make it available to your coworkers.

**CONTACT INFORMATION**

**OFFICE OF FINANCIAL AID**

**Amber A. Zimmerman**

Grant & Student Employment Manager

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**OTHER CONTACTS:**

**PAYROLL OFFICE**

Phone: 667-4144

or 667-4145

**BUSINESS OFFICE**

Phone: 737-1777

**PERSONNEL OFFICE**

Phone: 737-1763

**WEBSITES**

**ASU OFFICE OF FINANCIAL AID**

[www.aug.edu/financial\\_aid/](http://www.aug.edu/financial_aid/)

**ASU OFFICE OF FINANCIAL AID  
STUDENT EMPLOYMENT**

[www.aug.edu/financial\\_aid/employepage.htm](http://www.aug.edu/financial_aid/employepage.htm)

**ASU PAYROLL OFFICE**

[www.aug.edu/business\\_office/payroll.html](http://www.aug.edu/business_office/payroll.html)

**ASU PERSONNEL OFFICE**

[www.aug.edu/personnel/](http://www.aug.edu/personnel/)

**INTERNAL REVENUE SERVICE**

[www.irs.gov](http://www.irs.gov)

**GEORGIA DEPARTMENT OF REVENUE**

[www.gatax.org](http://www.gatax.org)

**FREE APPLICATION FOR FEDERAL STUDENT AID**

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)