Federal Work-Study Supervisor Acknowledgment Checklist

Supervisors must review, sign, and submit this Acknowledgement Checklist to our office prior to receiving approval for their submitted FWS position. Supervisors are encouraged to save this checklist to their desktop for quick reference.

___ I acknowledge I have reviewed the FWS Supervisor Orientation for FWS policies.

___ I acknowledge I will not allow students to start working prior to my job being approved.

___ I acknowledge I will not allow students to begin working for my approved position prior to receiving a confirmed start date email from the Office of Student Employment confirming start date and rate of pay.

___ I acknowledge I will not send student forms to the Office of Student Employment a student's behalf.

___ I acknowledge I will not schedule the student to work more than 10 hours a day and no more than 20 hours per week total.

___ I acknowledge I will not schedule or allow students to work when the university is closed due to observed holidays, or days the institution is closed due to inclement weather, under COVID unless following university guidance.

___ I acknowledge I will review student submitted timesheets for accuracy on time each pay cycle.

___ I acknowledge I will approve timesheets on time each pay cycle.

___ I have confirmed with my alternate supervisor that they understand the role and responsibilities of being a FWS Supervisor as detailed in our signed FWS Orientation for Supervisors.

___ I understand that the Office of Student Employment does not assign students to my position.

___ I understand that once my position is approved and posted to the approved job website, interested students will reach out to my office using the information provided on my approved and published Supervisor Request Form.

I, the supervisor, acknowledge I have read the above and that our office will adhere to the FWS policies put in place for FWS Student Employment.

X_____ **X**_____

Print Supervisor Name **Supervisor signature**

For use of the Office of Student Employment:

The Office of Student Employment acknowledges receipt of all submitted paperwork and summary of hiring supervisor responsibilities.

X_____ **X**_____

Print Name **signature**