

SUPERVISOR RESPONSIBILITIES

The supervisor is responsible for:

1. Abiding by the federal, state, and institutional rules and regulations.
2. Return **ALL COMPLETED PAPERWORK IN A TIMELY MANNER (NO STUDENT WILL BE PUT ON PAYROLL UNTIL ALL COMPLETED PAPERWORK IS SENT TO THE OFFICE OF STUDENT FINANCIAL ASSISTANCE)**.
3. Receiving a **FINAL** copy of student(s) class schedule.
4. **NOT** allowing student(s) to work during their class time. **THERE WILL BE NO EXCEPTIONS (THIS WOULD INCLUDE IF THEIR CLASS IS CANCELLED OR IF THEIR CLASS IS DISMISSED EARLY)**.
5. Informing the Office of Student Financial Assistance if your student is working in another department on campus (Once the supervisor is notified by the student).
6. **NOT** allowing student(s) to work more hours than they are approved.
7. **COMPLETING** the necessary paperwork to terminate student and forward to the Office of Student Assistance.
8. Timesheet accurately reflecting student's time worked and hours are calculated correctly.
9. Knowing International Student Employees **CAN NOT** work without a Social Security Card.
10. Knowing International Student Employees **ARE NOT** allowed to work more than 20 hours per week during the Academic Year and they **MUST** be enrolled for 12 hours per semester.
11. Knowing student(s) **MUST** be enrolled for 6 hours per semester in order to be a student employee (excluding summer).
12. Completely filling out I-9 form. Expiration dates will be checked regularly.
13. Submitting a student employment packet for any given semester (fall/spring/academic year/summer).
14. Original Supervisor and Student Responsibilities Form (white copy) **MUST** be returned with the Student Employment Request/Payroll Authorization.

Supervisor Signature