

California State University Channel Islands
2007-2008 Federal Work Study Student Assistant
Departmental Agreement

Student Assistant: _____

Supervisor _____ **Department:** _____

A signed Federal Work Study (FWS) departmental agreement must be submitted for each FWS student assistant you employ. Please check each box below. By signing this agreement, you are acknowledging that you have read and fully understand your responsibilities as a direct supervisor.

- Monitoring Your Student Assistant(s) Federal Work Study Award**
The direct (hiring) supervisor is responsible for the monitoring of each FWS student assistant award balance, each semester.
- Enrollment Requirements**
FWS student assistants must maintain a minimum enrollment status of half-time at CSUCI, (6 units for undergraduates). If your FWS student assistant graduates, withdraws, is dismissed from the University, or drops below half-time enrollment at any point in the term, the student's eligibility ceases immediately and he or she may not continue employment under Federal Work Study provisions.
- Maximum Working Hours Allowed**
FWS students may be paid from Federal Work Study funds for no more than a maximum of 20 hours per week. If the student is concurrently employed in another department, it is the responsibility of both supervisors to coordinate hours being worked by the FWS student. During school breaks, FWS student assistants may be allowed to work a maximum of 40 hours per week.
- Requisition and Hiring Process**
Hiring departments must submit a completed requisition to the Financial Aid office for the FWS approved signature. The Human Resources (HR) department will process hiring documents and follow-up with the student for employment processing. Upon completion of all appropriate paperwork, HR will provide a green "Go Card" to the student. The student must submit the "Go Card" to the hiring department. The requisition process takes approximately 10 working days to complete. Inaccurate information will delay the process.
- When your FWS student assistant can begin working**
Students may not begin work prior to receiving the "Go Card" from HR. If you allow a student to begin work prior to completion of the hiring process, 100% of the student's salary will be charged to your departmental budget.
- Timesheets**
The hiring supervisor is responsible for the submission of accurate student assistant timesheets every month by the Payroll due date. A copy of the timesheet also must be submitted to the Financial Aid office. If timesheet adjustments are needed, you must submit a new timesheet immediately to the Payroll department (with a copy to the Financial Aid office) with an explanation of the changes.
- Student Class Scheduled Hours**
Federal regulations prohibit students from working during their scheduled class times. The supervisor is responsible for monitoring the student's work schedule to ensure that this compliance is met.

I certify that I have read and understand the supervisor responsibilities listed on the previous page, and agree to the terms indicated in this departmental agreement.

Supervisor's Name (Printed)

Supervisor's Signature

Date



Department Contact Information

List the individual(s) responsible for the following tasks, for the student assistant listed above:

Timesheet

Name

Department

Email

Ext.

Date

Employee Requisition

Name

Department

Email

Ext.

Date