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**NATIONAL
LOUIS
UNIVERSITY**

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888.NLU.TODAY (658.8632)

Supervisor's Responsibilities

1. Submit the Job Description form to the Federal Work-Study (FWS) Student Employee Coordinator when jobs need to be posted.
2. Inform the FWS Student Employee Coordinator when positions are filled or should be removed from our online posting.
3. When a student is hired, both you and the student complete and sign the On or Off Campus FWS Student Employment Authorization (SEA) Form and submit it to the FWS Coordinator via email at FWS@nl.edu or fax at 847.465.5894, each academic year.
4. Keep an accurate record of hours worked each day, thoroughly complete and submit the timecards directly to the Payroll Office when due. The student submits the timesheet to the supervisor who will verify the hours worked and approve it prior to sending it to NLU Payroll Office. Timesheets must be submitted before 12:00 p.m. (noon) each Monday they are due or the last day worked in the week. *Unless otherwise noted on the attached 2011 Bi-Weekly Payroll Calendar.
Note: *If a student falsifies a timesheet the Office of Student Finance is obligated to report this incident of fraud to the U.S. Department of Education's Office of the Inspector General, which may result in a federal investigation. Falsification of a timesheet will result in immediate dismissal from the Federal Work-Study Program. The student will not be eligible to work on or off campus the remainder of their time at NLU. Any person who knowingly makes a false statement or misrepresentation on a timesheet or any other document related to Student Employment is subject to penalties which may include fines up to \$10,000 or imprisonment under the United States Criminal Code and 20 U.S.C. 1097. It is a federal offense to falsify hours and signatures. Anyone who does so can be fined & punished to the fullest extent of the law.*
5. If working at least 6 hours or more consecutive hours in a day, you must take a 30 minute unpaid break and reflect this on your timesheet.
6. The supervisor is responsible for on-the-job training, orientation and the supervision of students.
7. Discuss office decorum, dress, and code of conduct for your agency with the student employee.
8. Track, monitor and regulate the number of hours a student works to ensure they do not exceed 20 hours per week of working when they have class attendance. Between terms, a student may work up to 40 hours a week provided they have eligibility and NLU can support the funding. You must monitor the student's amount of money earned to ensure they do not exceed the allocated work-study budget.
9. Make sure students take a 30 minute unpaid break and include the break time on the timesheet each day they work 6 hours or more in a day.
10. Notify the FWS Coordinator immediately if there is a problem with a student that cannot be resolved.
11. Don't allow Student Employees to work during scheduled class times.
12. Retain a file for each student. The file must contain an employment application (optional), On or Off Campus Federal Work-Study SEA Form, description of job duties, Course Registration/Schedule, Student Performance Appraisals and other related documents.
13. Notify the FWS Coordinator immediately via email at FWS@nl.edu when a student resigns from their job, reduce their course load below half time or stop attending their classes. Students are not allowed to work if any of these situations have occurred.
14. Do not allow student workers to begin working until written permission has been received from NLU. NLU may not pay any earnings due to the student which may have accrued prior to such written confirmation of the student's eligibility for FWS.

Supervisor's Responsibilities

I hereby acknowledge that I have I abide by my responsibilities and I will take responsibility for seeking clarification of any information that I am uncertain about from the Federal Work-Study Student Employee Coordinator in the Office of Student Finance.

Name of Student Employee's Supervisors

Signature of Student Employee Supervisor

Date