

Work Study Manager Responsibilities

Work Study Managers are to serve as a direct supervisor to their Work Study Student(s). Work Study Managers are responsible for the following:

1. Directly supervising their Work Study Student(s) while the student(s) are performing duties assigned to them
2. Submitting a request for their Work Study Student(s) prior to the coming school year, or summer term, using the request form on the Financial Aid webpage – a job description for the position(s) must be provided
3. Allowing **only** the Work Study Students who have been cleared to work by the Work Study Coordinator to begin working – managers will be notified by email when a student is cleared to begin working
 - a. **New Work Study Students** are students that have never participated in the Work Study Program before. These students must complete all New Hire Paperwork and the onboarding process to become eligible for participation in the Work Study Program. By law, managers are **not** to allow these students to begin working until they have completed their New Hire Paperwork. Managers may **not** allow New Work Study Students to begin working until the Work Study Coordinator has cleared the student to begin working.
 - b. **Returning Work Study Students** are students who have participated in the program in a previous semester or school year. These students have completed their paperwork and the onboarding process before, so they will not need to complete these tasks again. The manager will still receive an email from the Work Study Coordinator clearing these students for work.
4. Monitoring the hours worked by their Work Study Student(s) throughout each semester to ensure they are not exceeding the maximum number of hours allowed
5. Reviewing each Work Study Student's time punches, correcting any errors, and approving the time cards on a monthly basis in Paychex
 - a. Time card's must be reviewed, corrected (if necessary), and approved **no later than 5:00 PM on the 1st day of each new month** unless otherwise specified by the Work Study Coordinator or the Payroll Manager
 - b. Managers should review each student's time card individually and look for errors such as missing time punches, incorrect time punches, shifts with an unrealistic amount of total hours, etc.
 - c. It is highly suggested that managers review their students' time cards each week in order to find and correct errors as soon as possible
 - d. If managers are having technical issues with Paychex, they should contact the Work Study Coordinator or the Payroll department before the approvals deadline
6. Maintaining good communication with their Work Study Student(s) and the Work Study Coordinator

Manager Dismissal Policy: Effective March 2018

Managers must review, correct any errors on, and approve their Work Study Students' time cards no later than 5:00 PM on the 1st day of each new month (Example: time cards for hours worked during the date range of August 1st through August 31st must be approved no later than 5:00 PM on September 1st). If a manager doesn't submit their approval or fails to correct an error on a time card before the deadline, they will receive a warning from the Work Study Coordinator. Managers will receive a warning for the first **two** instances of non-compliance. The **third** instance of non-compliance with the policy will result in the dismissal of the Work Study Manager. The manager and the Vice President of the manager's department will be notified of the manager's dismissal. At that time, the student(s) assigned to the dismissed manager will be reassigned to another Work Study Manager. A dismissed manager will not be eligible to supervise a Work Study Student for the remainder of the academic year. A dismissed manager may only be re-instated for the next academic year with the approval of their Vice President and the Work Study Coordinator.