

Washington and Lee Campus-Based Employment of Work Study Students

Supervisor Requirements and Electronic Time Approval/Signature Agreement

By accepting work study students for employment with their department, Supervisors agree to:

Allow students to work only after student name appears on the valid roster. Student name on roster indicates completion of required documents.

Provide students with training on office policies and procedures.

Monitor student's work hours to ensure that their students do not work more than their limit of earnings.

Monitor and verify student timesheets for accuracy.

Agree to use the on-line system for time sheets and roster maintenance.

Participate in any required training regarding work-study regulations or the on-line system.

Monitor and update on-line job description as needed.

Read and agree to follow all regulations and guidance as illustrated in the WS manual.

Monitor student rosters and inform FA office when students are no longer participating in the program.

I also understand that any approvals of student timesheets and other information required to be submitted via the on-line system are not valid unless submitted and verified by me using my W&L assigned user ID and my personal password to operate as my electronic "signature" for purposes of the Washington and Lee University Work Study program only.

I agree to comply with all of the above requirements.

Department

Legal Name (print)

Date

Legal Name (signature)