As you hire, train, supervise, and evaluate your Work-Study student, you will want to keep the following things in mind:

**Work Expectations**

- Work-Study employees are students and are here for an education to pursue their careers. In some cases these careers are in the same field they are working in for you.
- In some cases you are the student’s first supervisor and yours is the first job the student has had.
- Some students do not have “skills.” They will receive their first lessons about the world of work from you.
- Every Work-Study employee needs training. Do not expect them to be fully qualified to do any job. Do not deny them the opportunity to do certain jobs because they lack certain skills. You are expected to train the student(s) for YOUR work environment.
- Orient your Work-Study employee to your work environment and to College procedures and policies. Let the student know the do’s and the don’ts.

**Employment Requirements**

- Allow your Work-Study employee sufficient time at work to complete all required paperwork on their first day of work and before their work begins. **It is the supervisor’s responsibility to assist students in completing the forms.** Students should NOT be instructed simply to complete the forms and return them to the supervisor.
- Remember to include the back-up documentation (one item from Section A or two items from Sections B and C) with the I-9 form when submitting paperwork to Human Resources. The student may not begin work until all paperwork is complete and received by HRD.

**Time Sheets**

- Most students are working because they need the money to assist them with educationally-related expenses. Visualize how you would be affected if you were not paid on time. Federal regulations require students to be paid on time. Avoid delays in pay by requiring the students to keep their time sheet at the place of employment and to record time worked **each time** they work. This eliminates delays in forwarding complete time sheets to Human Resources - especially in your absence. It also prevents fraud and abuse to the program. **TIP:** Designate someone else to sign the time sheets in your absence so that the time sheet is received on time in HRD.
PINK time sheets = Federal Work-Study program and America Reads.
BLUE time sheets = Local M & O Working Scholarship

☞ DO NOT FAX time sheets to HRD! Original signatures are required.

☞ DO NOT HOLD time sheets. Federal Work-Study regulations require students to be paid at least once per month. Failure to submit time sheets on time violates this regulation. It also wreaks havoc with payroll reports from HRD and makes it difficult to monitor the College’s Work-Study budget.

☞ Keep a photocopy of each time sheet. This will help you and the student to monitor accumulated earnings. This also helps to ensure that the student will not exceed the maximum allowable earnings (the student’s award).

AVOID PROBLEMS

☞ Post your students’ work schedule and their phone numbers in an appropriate location so that you, your staff, and the students can see them.

☞ If the student does not report to work on time and fails to call, contact the student. Do not wait until the next day. Find out right away what has happened. This, too, helps the student to be accountable.

☞ If you are dissatisfied with a student’s work performance and you have taken steps to resolve the problem but is has not improved, then please contact the Work-Study Placement Coordinator.

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexandria</td>
<td>(703) 845-6350</td>
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<tr>
<td>Annandale</td>
<td>(703) 323-3144</td>
</tr>
<tr>
<td>Loudoun</td>
<td>(703) 450-2537</td>
</tr>
<tr>
<td>Manassas</td>
<td>(703) 257-5725</td>
</tr>
<tr>
<td>Woodbridge</td>
<td>(703) 878-5725</td>
</tr>
</tbody>
</table>

Most students are eager to work, learn and thrive. Let them gain some of their most valued knowledge from you.

Have a great experience!