



# Grambling State University

Grambling, Louisiana 71245

OFFICE OF STUDENT  
FINANCIAL AID and SCHOLARSHIPS  
P. O. BOX 629

(318) 274-6056  
Fax (318) 274-3358

## STUDENT EMPLOYMENT SUPERVISOR'S AGREEMENT

I, \_\_\_\_\_, am requesting \_\_\_\_\_ student assistant(s) for my office/area. I understand and will adhere to the following guidelines:

1. The Office of Student Financial Aid (SFA) and Scholarships must authorize students before they can work. I will not allow students to work unless they can present an authorization form sign by the Office of SFA and Scholarships.
2. Students may not work more than 25 hours per week beginning the first day of class.
3. Students are not permitted to work during class time. Any time reported on timesheets during scheduled class time will not be paid.
4. Students may not exceed authorized hours. I will keep a daily log of hours worked to ensure that this does not happen.
5. If a student in my area exceeds authorized hours, as the supervisor I will be responsible for paying the student.
6. Students who had work-study or wages previously must complete L-4 and W-4 forms January of each year before they can actually work in my area. I will ensure that this is accomplished.
7. New students must complete and have on file forms I-9, L-4, W-4, copies of Social Security Card and Driver's License/picture ID. I will ensure that this is accomplished.
8. I know that students who are currently working and have not completed forms I-9, L-4 and W-4 are in violation of federal guidelines. Timesheets will not be printed for these students.
9. Federal work-study awards will be cancelled for those students who have not reported to work by mid-semester. Any students who report to me after this time wanting to work I will seek approval from the Office of SFA and Scholarships: Student Employment Unit first.
10. I will ensure that I will submit my timesheets to the Payroll Office based on the Payroll Date Schedule. If I see that I cannot comply, I will contact the Payroll Office immediately.
11. I will keep copies of all timesheets and sign in/out logs submitted to Payroll.

I have read and understand the above. I will comply with these guidelines in order to be eligible to supervise student workers. If I do not comply with the above I will forfeit my right to have student workers placed in my office.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date