



College Work Study Supervisor Guidelines

Pay periods for hourly student employees will be changed to allow more processing time between receipt of time sheets and payroll processing. This change will be effective January 1, 2006.
(The following dates are subject to change as necessary, always resort to the due date posted on the electronic timesheet.)

- First work period of month is the **6th** thru **20th**
 - Time sheets must be submitted to Financial Aid on the **21st** for review
 - Time sheets will be reviewed and forwarded to payroll by the **23rd**
 - *Checks distributed to students on the 30th*

- Second work period of month is this **21st** thru **5th**
 - Time sheets must be submitted to Financial Aid on the **6th** for review
 - Time sheets will be reviewed and forwarded to payroll by the **8th**
 - *Check distributed to students on the 15th*

- Student will check in and out of his/her work assignment with the supervisor on a daily basis, by signing the hourly log available in the student's work area.
 - Copies of the hourly log will be made available to the student upon request of his/her supervisor.
 - Both the student and supervisor will sign the time log **after** the final log has been entered for the pay period.
 - Students will complete and submit an electronic timesheet for hours worked during the current pay period through "my WNCC portal" located at **wncc.net**.
 - Students will be alerted to conflicts between scheduled class times and the hours being reported as work during the completion of the timesheet.
 - The student must respond and explain the conflict prior to submitting the timesheet to their supervisor.

- Supervisors will compare electronic timesheets to sign-in logs and verify the hours worked verses the hours submitted for payment by the student.
 - Supervisor will also verify that all class hour conflicts are addressed. The electronic timesheet will identify conflicts and flag them red. All conflicts must be resolved prior to

- timesheet submission to FAO.
- Supervisors **electronically** approve time sheets. Once approved they are forwarded to the Financial Aid Office.
 - Approval will be a confirmation of hours worked in a satisfactory manner.
 - Supervisor will turn in the signed hard copy of the time log sheets to the FAO within **24 hours** of electronic submission.
- Instructors are notified by e-mail when the student has worked during scheduled class time and are asked to provide documentation that the class was canceled or dismissed early.
 - Instructors will be given **24 hours** to respond to notice. If no response is received, e-mail notification will be forwarded to the Dean of Student Services for follow-up.
 - The Financial Aid office will review all timesheets.
 - The student's current schedule is displayed on the electronic timesheet.
 - The FAO will review conflicts between the student's class schedule and hours that have been reported as worked.
 - Once all conflicts have been resolved and appropriate documentation has been received, the FAO will forward the timesheet to payroll for processing.
 - The financial aid employee performing the review will electronically approve the schedule to indicate the verification was completed.
 - The completed time sheets and documentation will be maintained in the FAO office.

The Financial Aid Director implemented a training session for work-study supervisors in the fall of 2005. Attendance is required before a work-study can be assigned to a department. This training will continue to be a required activity for work-study supervisors.

An informational sheet will be provided to students when they accept employment. It will clearly explain the prohibition on working during scheduled class times and will describe the process for submitting electronic timesheets.

The FWS manual and guidelines will be provided on the web at wncc.net and MUST be reviewed and accepted by both students and supervisors prior to timesheet entry. Copies of both can be printed at this site for personal records.