

Fall 2009 – Summer 2010
FLORIDA MEMORIAL UNIVERSITY
STUDENT/ EMPLOYER EMPLOYEMENT
MANUAL



The Office of Financial Aid
Student Services Building – Room 159
15800 NW 42nd Avenue
Miami Garden, Florida 33054

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INTRODUCTION

This manual has been prepared by Florida Memorial University, Office of Financial Aid to assist in answering many of the questions student employees and their employers may have about student employment at Florida Memorial University. This manual also contains procedures that will help Florida Memorial University administer the program more effectively and remain in compliance with program guidelines.

FLORIDA MEMORIAL UNIVERSITY participates in several types of student employment programs:

- Federal Work-Study Program (FWSP)**
- Institutional Work-study Program**
- Community Service Work-Study Program**

The objective of the Florida Memorial University's student employment programs are:

- 1. To offer jobs to undergraduate students to help meet the cost of a post secondary education.**
- 2. To provide work experience that will enhance the student's educational and/or occupational goals.**
- 3. To provide an employment pool to the University and other participating public or private nonprofit organizations that would otherwise not be available.**

Student employees at the University are an important part of the University's work force. Employees perform a wide range of duties from general office assistance to those duties that require highly specialized training in areas such as computer training, research, and accounting. Many students use their student employment as work experience. Supervisors are often contacted by prospective employers for references. Therefore, it is advantageous for the student to be a conscientious and dependable employee.

The office of Financial Aid is located in the Student Services Building in Room 159. Office hours for student Employee issues are 9:00 a.m. to 12:00 p.m. and 2:00 p.m. to 3:30 p.m., Monday through Friday. The Student Employment Coordinator can be reached at 305-626-3796.

Questions concerning this manual and/or the student employment programs should be directed to the Student Employment Coordinator.

**FLORIDA MEMORIAL UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER
TYPES OF PROGRAMS**

FEDERAL WORK-STUDY PROGRAMS

The Federal Work-Study Program (FWSP) is a financial aid program administered by Florida Memorial University in accordance with federal regulations and other instructions issued by the U.S. Department of Education, and F.M.U. The FWSP was designed to provide additional funding for students demonstrating financial need and support the educational and individual goals of the students. However, there are limited amount of funds available for the FWSP, so early application by the student is strongly encouraged.

Students interested in the FWSP are required to complete the free Application for Federal Student Aid form (FAFSA). This form should be received on or before Florida Memorial University's priority deadline, which is April 14 of each calendar year.

The following criteria must be met by the student:

- The student must be a citizen, national or permanent resident of the United States
- The student must not be in default or owe a refund on any federal Title IV program, state program or scholarship
- the student must demonstrate a financial need through the financial aid application process
- the student must be accepted for enrollment or be enrolled as a full-time student
- the student must maintain satisfactory academic progress while employed in the program

Students who receive an FWSP award must accept the offer in writing by the specified deadline for acceptance. All FWSP awards are reviewed on a yearly basis and offered primarily during the Fall/Spring semesters. Students who have received awards from this program and/or are interested in receiving an award, should contact the Student Employment Coordinator in the Office of Financial Aid.

Job opportunities are available throughout Florida Memorial University's campus. However, students are referred for job opportunities on a first come, first serve basis. The Office of Financial Aid does not guarantee placement.

All students receiving an FWSP award must report to the Office of Financial Aid before starting work.

COMMUNITY SERVICE WORK-STUDY PROGRAM

Community Service Work-Study Program is federally funded financial aid program. It is an extension of the Federal Work-Study Program (FWSP). This program allows FWSP eligible students to work on campus as well as outside of Florida Memorial University in jobs that benefit the community.

Community service jobs are defined as services that are identified by an institution of higher education through formal or informal consultation with local nonprofit, government and community-based organizations, it is designed to improve the quality of life for community residents, particularly low income individuals, or to solve problems related to their needs. These services include:

- Health care, child care, literary training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety crime. Prevention and control, recreation, rural development and community improvement
- Support for students (other than an institution's own students) with disabilities
- Work in service opportunities or youth corps
- Activities in which an FWSP student serves as a mentor for such purposes as tutoring, supporting educational and recreational activities and counseling, including career counseling

On-campus jobs can meet the definition of community services, provided that the services are open, accessible and publicized to the community the service(s).

Florida Memorial University's Community Service Work-Study Program is designed to enhance the student's educational experience through hands-on training that is academically relevant to the student's curriculum. Most importantly, students can earn extra money while providing a valuable service to the community.

Students who received an FWSP award and are interested in obtaining a community service job should contact the Student Employment Coordinator in the Office of Financial Aid.

INSTITUTIONAL WORK- STUDY

The Institutional Work-Study program is funded and administered through Florida Memorial University. This program was designed to allow students who do not qualify or are not eligible for financial aid to secure employment on campus. Institutional Work-Study is awarded to students on an individual basis, and is awarded through the Office of Financial Aid.

Students interested in the Institutional Work-Study program will be required to submit a brief employment application and other necessary documents before the work assignment is given. Students employed through Institutional Work- Study are allowed to work a maximum of 20 hours per week. The average award is about \$1200.00 per academic year. Students employed in the Institutional Work- Study program must maintain satisfactory academic progress.

EMPLOYMENT PROCEDURE

DEPARTMENTAL REQUEST FOR STUDENTS

Prior to each academic semester, Departments requiring the services of federal work-study students are asked to submit job vacancies notices to the Office of Financial Aid. (See Exhibit A). The job vacancy notice must be completed by Department heads and submitted by the specified deadline. It is recommended that employers be very specific in their request to ensure adequate placement.

All Departments requesting student employees under the FWSP must have the individual who will be supervising the employee(s) attend a mandatory annual FWSP seminar. This seminar will allow the Office of Financial Aid to inform supervisors of new and existing rules and regulations of FWSP. Failure to participate in the seminar will delay the processing of departmental request for FWSP students!

Although most FWSP assignments are generally completed during the first two or three weeks of the semester, a Department may request additional students throughout the academic year. Every effort will be made to honor your request; however there are typically more requests than students. Departments are asked to request only the number of students that they can reasonably accommodate. The Office of Financial Aid cannot guarantee that all job requests will be filled.

INTERVIEWING AND APPLICANT PLACEMENT

The employment process generally includes interviewing applicant for a position to determine their ability to perform the essential functions of the job for which they have applied. The key to a successful and effective interview is advanced planning and preparation by both the employer and the student. In interviewing an applicant, the interviewer must adhere to state, federal and Florida Memorial University anti-discrimination regulations. These regulations prohibit discrimination against applicant on the basis of race, color, religion, national origin, sex, marital status, disability, age, and status as a veteran.

The employer, as a representative of Florida Memorial University, should always adhere to equal opportunity affirmative action regulations. Interviewing and hiring procedures should not include discriminatory questions, references and/or comments. To comply with these guidelines, a set of the questions to be asked of each applicant should be developed before the interviews begin. These questions should be related to the qualifications and responsibilities of the job and should be asked consistently of each individual interviewed.

A Contractual Award for Student Employment Form (See Exhibit B) will be given only to students who have completed the following steps:

- Submitted a copy of an official award letter reflecting an FWSP award;
- Completed an Employment Eligibility Verification Form (I-9) (See Exhibit E);
- Completed an Employee's Withholding Certificate (W-4) (See Exhibit F);

When the perspective Department agrees to hire the student employee, the student must return the completed Contractual Award for Student Employment form to the Office of Financial Aid. The student will then receive work authorization and be placed on Florida Memorial University Work-Study Payroll. If both parties do not reach an agreement, the student may seek employment in another department.

Authorized student employees will receive an FWSP package prior to starting work. The package will include:

1. A time sheet schedule, specifying pay period time frames, time sheet due dates and payroll pay dates (See Exhibit D);
2. time sheets (See Exhibit C)
3. FWSP policies and procedures manual

Employers are encouraged to provide students with an orientation and/or training session necessary to perform the duties assigned.

The Office of Financial Aid will make every effort to assist the student, whenever practical, in selecting an assignment related to his or her academic interest and qualifications. However, the student has the option to select their place of employment. It is important to remember that the primary objective of the FWSP is to provide a source of financial aid to needy students. Therefore, the Office Financial Aid may refer students to any job that has been determined acceptable by Florida Memorial University.

WAGES

FWSP employees are paid at least the federal minimum wage in effect at the time of employment. Employees are compensated by the hour and are paid only for the hours they work. Fringe benefits such as sick leave, vacation and holiday pay are not provided.

All wages under FWSP are subject to applicable federal and local taxes. The Financial Aid office will provide FWSP student with an employee withholding exemption certificate (W-4 form). This form must be completed at the time of assignment and before the student is placed on the payroll. Students can claim EXEMPT on the W-4 form and be excluded from federal and local taxes. Student wishing to claim EXEMPT status must be United States Citizens or Resident Aliens and meet the criteria for exemption as listed on the form.

Wages earned under the FWSP are not subject to FICA taxes during periods of enrollment. However, FICA taxes will be deducted during the periods of non-enrollment.

PAYROLL PROCEDURES

Student employees at Florida Memorial University are paid on a bi-weekly basis. Time sheets are maintained for each student employee by the employing department. Supervisors and students are responsible for ensuring that FWSP time sheets are completed correctly and submitted to the Office of Financial Aid in a timely manner. Incorrect time sheets will not be processed and returned to the department for the necessary correction. Time sheets submitted late will be processed during the following pay period. Times sheets submitted more than one month late will require additional authorization from the office of Financial Aid before being processed.

Student employees are paid according to the pay periods listed on the college work study time-sheet/Pay period Schedule for the work performed. Payroll checks can be picked up in the business office. Proper identification must be presented before a check can be released. Check will not be issued on holidays.

JOB QUALIFICATIONS

To provide more flexibility in terms of employer's requirements and the student's experience, the Office of Financial Aid has established three general job classifications applicable to the FWSP. The classifications are as follows:

Clerical/Office Support

1. No prior experience
2. Minimal Technical ability
3. Varied clerical duties

Technical/ Special Skills Support

1. Some experience
2. Average technical ability
3. Varied Skills Required

Highly Specialized/Research Support

1. Special technical Ability
2. Above average responsibility
3. Minimal Supervisor responsibility
4. Highly skilled duties

Supervisors should use these general job descriptions to determine which classification is appropriate for their work-study students. The Office of the Financial Aid reserves the right to assign pay rates to jobs funded by the FWSP.

CONDITIONS OF EMPLOYMENT

WORKING HOURS

To comply with policies established by the U.S. Department of Education, student employees can work a maximum of 20 hours per week during periods of enrollment. It is the responsibility of the student employees and the supervisors to monitor the student's work hours to stay within the maximum amount allowed. Student employees are not allowed to work during scheduled class times!

It is also the responsibility of both the student employee and the supervisor to monitor the student's earning to avoid exceeding the limit. This limit is reflected on the award letter as well as the Contractual Award for Student Employment Form issued by the Office of Financial Aid. Should the limit change during the employment period, the office of Financial Aid will issue a revised award letter and student job assignment form indicating the new limit. When the student employee has reached their specified limit, the student will be terminated

It is strongly recommended that supervisors and student employees maintain a set number of hours worked to allow the award to extend throughout the semester.

JOB TRANSFERS

Student employees are expected to remain at job their assignments for the full academic year. However, should there be a justifiable reason on the part of the student employee and or/ the employer, a transfer will be considered during the year. Job transfers will not be made during a pay period. All job transfers will be completed exclusively by the student employment coordinator in the Office of Financial Aid.

SAFETY STANDARDS

Student employees are not covered under the University's insurance plan, but are covered by the Workmen's Compensation insurance. In the event an injury occurs, the student must notify his or her supervisor immediately. The supervisor must contact the office of Human Resources for further instructions. Supervisors should make every effort to provide safe working environment for all student employees.

POLITICAL INVOLVEMENT

Students employed under the FWSP are prohibited from becoming involved in any political activities while working. Under this restriction, a student may not work for a member of congress, a member of the state legislature or for any of the various committees of a legislative body, unless the work he or she performs is nonpartisan.

STUDENT RESPONSIBILITIES

Students employed under the FWSP are required to comply with the performance standards and office procedures established by the department for which they work. Upon acceptance of the FWSP award, the student employee has agreed to accept the responsibility of maintaining professional standards. Any student employee who fails to perform in a satisfactory manner may be removed from the work assignment and from the FWSP.

FWSP student employees are expected to adhere to the following guidelines:

1. Follow a predetermined work schedule, acceptable by both the student and the employer;
2. Abstain from working when scheduled to be in class;
3. Notify the supervisor when illness or some other unforeseen circumstance prevent him/her from working;
4. work a maximum of 20 hours per week unless otherwise approved by the office of Financial Aid;
5. Dress appropriately and conduct him/herself in a business like manner;
6. Discuss any work-related problem with the supervisor. If the problem cannot be resolved, the student should contact the student employment counselor at the Office of Financial Aid;
7. Give two weeks notice when terminating his/her job assignment;
8. Notify the student Employment Coordinator at the office of Financial aid if his/her enrollment drops less than full time;
9. Stop working immediately upon earning his/her allocated FWSP award!

In addition to the above guidelines, student employees are expected to protect the privacy of student records. Some student employees will have high contact with student files and other personal information and will be held accountable for the protection of the information and its contents while it is in their possession.

Student employees are to access student information only when requested to do so by their supervisors.

Student employees are advised not to discuss any information pertaining to students personal records;

Student employees are prohibited from removing student records, in whole or in part, from their department or from FMC;

Student employees are prohibited from discussing work assignments outside the office;

Student employees are prohibited from working with their own records;

EMPLOYER RESPONSIBILITIES

Employing departments are asked to request only the number of students that can be reasonably accommodated for an entire academic year. Each department is expected to provide sufficient working hours to permit the student to fully earn his/her FWSP award. In addition, the employing department will be responsible for the following:

Establishing a clearly defined scheduled of work that is acceptable to both the employer and the student;

Allowing students to work a maximum of 20 hours per week;

Informing the students the exact duties and responsibilities of the job;

Obtaining a copy of the student class schedule to prevent student employees from working during class time;

Maintaining adequate supervision of the employee with regard to attendance and job performance;

Certifying and submitting student employee time sheets to the Office of Financial Aid in a timely fashion;

Maintaining accurate time and pay records to ensure that the student employees do not exceed their specified awards;

Notifying the Student Employment Coordinator in the Financial Aid office when a Student is no longer employed or has been terminated;

Attempting to resolve employment grievances involving FWSP students;

Providing annual evaluations for all students employed within the department.

Each employing department should designate a student employment supervisor who will be responsible for monitoring the students work assignments and performance. The designated supervisor should be a full time employee of FMU who will ensure that all procedures contained in this manual are followed.

GRIEVANCE PROCEDURES

A grievance procedure is any complaint by a student employee in dealing with the terms of or conditions the employment agreement. The purpose of grievance procedures is to provide the student employee with a consistent and reliable system for working through job-related difficulties. The student employee and the employer should attempt to resolve the grievance through informal discussion within a reasonable amount of time. This meeting should be documented by both the student employee and the employer.

If the grievance can not be resolved, the student employee and/or the employer may submit a written statement of the grievance and the remedy desired to the student employment Office of Financial Aid. The Offices of Financial Aid will review the matter and if necessary, contact all parties for a formal meeting to resolve the grievance. The Office of Financial Aid will decide the outcome and issue a final written statement to all parties involved.

TERMINATION PROCEDURES

This procedure provides documentation that the student and/or the employee is no longer employed within a specific department and also to insure that additional time sheets are not submitted. In addition, this procedure provides an equitable and consistent means of dealing with circumstances in which the student employee is not performing his or her duties in a responsible manner. If a student's work is unsatisfactory or if other conditions make continued employment inadvisable, the supervisor may request that the job assignment be terminated or the employee is requested to resign from his or her student employment position. The student should notify the supervisor in a timely manner to allow ample time to begin the search for a replacement.

After the final date of employment has been determined, the employing department must inform the student Employment Coordinator in the Office of Financial Aid by submitting a memorandum. This memo should include the beginning and ending dates of employment and reason for termination. This information is necessary if the student wishes to obtain new employment.

If a student is withdrawing from FMU, he or she is no longer eligible for student employment. The Office of Financial Aid will not process any time sheets with dates after the official withdrawal date. It is the student employee's responsibility to notify his/her employer and the office of Financial Aid of his/her withdrawal.

Student employees are automatically terminated at the end of each academic year in which they are assigned. If the student does not earn all of the authorized total expected earnings he/she can not transfer the remaining amounts to another semester or academic year. No action needs to be taken by the employing department or student employee if the student works until the ending date shown on the Contractual Award for Student Employment Form.

The Office of Financial Aid reserves the right to terminate any student employee once they have reached their total expected earning during the academic year. The Office of Financial Aid will monitor all student employee earnings to ensure that earnings are not exceeded. When a student employee is approaching completion of his or her allocated funds, notification will be sent to the student and the employing department. Upon completion of the allocated funds, the Office of Financial Aid will terminate the student employee and no additional time sheets will be processed. No further notification will be given.

IF A STUDENT WORKS OVER THE ALLOCATED AWARD, THE EMPLOYING DEPARTMENT WILL BE RESPONSIBLE FOR PAYING THE SALARY OVERAGE.

SEXUAL HARASSMENT POLICY

Florida Memorial University prohibits sexual harassment of any employee or student by another employee of the University.

Sexual harassment is defined to include: unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, when such conduct is made implicitly a term or condition; or has the purpose or effect of interfering with work or scholastic performance, or creating an otherwise hostile, intimidating or offensive working, living or academic environment.

After investigating, any action by an employee or student that constitutes sexual harassment will result in disciplinary action up to and including dismissal.

Any employee or student who feels that he/she is a victim of sexual harassment should immediately report the matter to the Office of Human Resources. All such reports will be investigated promptly and in strict confidentiality.

No employee or student shall be penalized for reporting any legitimate violation of this policy.

**FLORIDA MEMORIAL UNIVERSITY
OFFICE OF STUDENT FINANCIAL AID
CONTRACTUAL AWARD FOR STUDENT EMPLOYMENT**

Financial Aid Officer: _____ **Date:** _____

1. EMPLOYMENT CONDITIONS:

Name of Employee: _____ Social Security: _____ is eligible to work on campus/ off campus at a non-profit agency under the ___ Federal Work-Study Program or the ___ Florida Memorial University Institutional Work Study Program.

The maximum earnings for the period of _____ to _____ is \$ _____ or \$ _____ per semester. The above rate of pay is \$ _____ per hour.

2. STUDENT INFORMATION AND RESPONSIBILITIES:

- (a) Return this signed form to the Financial Aid Office if hired.
- (b) Notify your supervisor in advance if illness or other circumstances prevent you from reporting to work.
- (c) Students are assigned jobs on a yearly basis. Once a job has been assigned a student **"WILL NOT"** be reassigned during the school year.
- (d) Student should read job description carefully and perform job in accordance with the job description.
- (e) All money not earned for this contract will not be paid to the student.

3. DEPARTMENT/ DIVISION: _____
JOB TITLE: _____
JOB DUTIES: _____

4. Student must sign below when hired:

In accepting this position, I undertake the above Mentioned responsibility:

Student Signature: _____
Address: _____
City/State/Zip: _____
Home/ Cell Number: _____
Campus Dorm: _____
Campus Telephone: _____

5. Supervisor sign below:

I agree to hire the above student to work work _____ hours per week at the rate of \$ _____ per hour, for the period of _____ to _____. I have listed the job title and job duties in the spaces above.

Print Name: _____
Signature: _____
Date: _____
Campus Telephone: _____
Bldg. Name & Room Number: _____

STUDENTS WILL NOT BE PLACED ON THE PAYROLL UNTIL THIS FORM IS RETURNED

White Copy- Financial Aid

Yellow Copy- Student

Pink Copy- Supervisor

**Florida Memorial University
15800 NW 42nd Avenue
Miami Gardens, Florida 33054**

2009-2010

Work Study Request Form for Employees

Department: _____

Supervisor: _____

Location (Office/BLDG/Room): _____

Job Classifications: _____

Student Title: _____ Number of students requested: _____

Student Assistant, Office Assistant, Clerical Assistant, Tutor-Title Examples

Job Description & Duties: _____

Qualifications: _____

Return this form to: Samuel D. Gaskins III, Work-Study Coordinator
Office of Financial Aid
Student Services Bldg, Room 159

After the student employee brings a Contractual Award for Student Employment to your office, PLEASE have the immediate Supervisor complete Sections 3 and 5 and the student complete Section 4.

In order to receive pay the student employee's Contractual Award must be complete and returned to the above person in the Financial Aid Office for processing purposes.

SUPERVISORS: It is your responsibility to make sure all time sheets are submitted to the Financial Aid Office before 5:00 P.M. on each date that time is due.

**SUMMARY OF STUDENTS'S
COLLEGE WORK STUDY EARNINGS PER PAY PERIOD**

August 2009- July 2010

This form is designed to assist you in keeping track of earnings and of balances you're your work study student has to earn.

Student's Name: _____ Fall 20 _____
 Student's SSN: _____ Spring 20 _____ Summer 20 _____

FALL 2009

PAY PERIOD	HOURS EARNED	PAY RATE * \$7.25	MINUS AWARDED AMOUNT \$ _____	BALANCES LEFT TO WORK FOR SEMESTER
Aug. 24- Aug. 28				
Aug. 29- Sept. 11				
Sept. 12- Sept. 25				
Sept. 26- Oct. 09				
Oct. 10- Oct. 23				
Oct. 24- Nov. 6				
Nov. 07- Nov. 20				
<i>EXAMPLE</i>	30	217.50	700-217.50= \$482.50	\$482.50 EACH WEEK YOU SUBTRACT FROM THIS AMOUNT

SPRING 2010

PAY PERIOD	HOURS EARNED	PAY RATE * \$7.25	MINUS AWARDED AMOUNT \$ _____	BALANCES LEFT TO WORK FOR SEMESTER
Jan. 11- Jan. 15				
Jan. 16- Jan. 29				
Jan. 30- Feb. 12				
Feb. 13- Feb. 26				
Feb. 27- Mar. 12				
Mar. 13- Mar. 26				
Mar. 27- Apr. 09				
<i>EXAMPLE</i>	30	217.50	700-217.50= \$482.50	\$482.50 EACH WEEK YOU SUBTRACT FROM THIS AMOUNT

SUMMER 2010
Session A

PAY PERIOD	HOURS EARNED	PAY RATE __ * \$7.25	MINUS AWARDED AMOUNT \$ _____	BALANCES LEFT TO WORK FOR SEMESTER
May. 18- May. 21				
May. 22- Jun. 04				
Jun. 05- Jun. 18				
<i>EXAMPLE</i>	30	217.50	700-217.50= \$482.50	\$482.50 EACH WEEK YOU SUBTRACT FROM THIS AMOUNT

Session B

PAY PERIOD	HOURS EARNED	PAY RATE __ * \$7.25	MINUS AWARDED AMOUNT \$ _____	BALANCES LEFT TO WORK FOR SEMESTER
Jun. 19- Jul. 02				
Jul. 03- July 16				
<i>EXAMPLE</i>	30	217.50	700-217.50= \$482.50	\$482.50 EACH WEEK YOU SUBTRACT FROM THIS AMOUNT

TIME SHEETS ARE TO BE SUBMITTED BY SUPERVISORS AND/OR AUTHORIZED PERSONNEL **ONLY** IN A SEALED ENVELOPE to the Office of Financial Aid authorized personnel. **STUDENTS ARE NOT AUTHORIZED UNDER ANY CIRCUMSTANCES TO SUBMIT TIMESHEETS.** (Supervisors may inter office mail time sheets, submit them in person or have another full time employee bring them over.)

(Supervisor for the above student certify that the hours stated above have been satisfactorily performed by this student. I have reviewed the hours stated above, and I do not find a conflict in accuracy.)



Office of Financial Aid

Student Employee Evaluation Form

Student: _____ **Academic Year:** _____
Program: _____ **Department:** _____

For each of the factors listed below, place a check by the area that most clearly represents the student's overall performance in each category below:

Dependability

1. _____ Completely dependable
2. _____ Above Average
3. _____ Usually dependable
4. _____ Unreliable

Judgment

1. _____ Exceptional
2. _____ Above Average
3. _____ Often uses poor judgment
4. _____ Consistently uses poor judgment

Ability to Learn

1. _____ Outstanding
2. _____ Learns quickly
3. _____ Average
4. _____ Very slow to learn

Quality of Work

1. _____ Excellent
2. _____ Very good
3. _____ Average
4. _____ Below Average

Relation with Others

1. _____ Exceptionally well
2. _____ Works well with others
3. _____ Has some difficulty
4. _____ Works very poor with others

Attitude/Application to Work

1. _____ Outstanding in enthusiasm
2. _____ Average in diligence
3. _____ Somewhat indifferent
4. _____ Definitely not interested

Punctuality

1. _____ Excellent
2. _____ Very good
3. _____ Average
4. _____ Very Poor

Attendance

1. _____ Excellent
2. _____ Very good
3. _____ Average
4. _____ Very poor

Overall Performance

1. _____ Excellent
2. _____ Very good
3. _____ Average
4. _____ Very poor

Please list specific skills or work functions the student has learned:

Would you recommend this student for future employment at the University or with a Firm?

_____ Yes _____ No

Supervisor's Signature: _____ **Date:** ____/____/____

Florida Memorial University

TIME SHEET FOR COLLEGE WORK STUDY EMPLOYMENT

THIS SECTION TO BE COMPLETED BY DEPARTMENT AND STUDENT (ALL SECTIONS ARE REQUIRED)	THIS SECTION TO BE COMPLETED BY THE DEPARTMENT	FINANCIAL AID OFFICE USE ONLY
Student's Name: _____	Beginning Time Period ____/____/____	Date Received: _____
Student's Soc. Sec. No.: _____	Ending Time Period: ____/____/____	Hours Approved: _____
Department: _____	_____ X \$7.25 = _____	Rate Approved: \$7.25 per hour
Program: ___ FWSP ___ IWSP	Number Rate Total Amt Hrs. worked	Payment Amount: \$ _____

TIME SHEET ATTENDANCE REPORT

DAY	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS EARNED
Sat.								
Sun.								
Mon.								
Tues.								
Wed.								
Thurs.								
Fri.								

TOTAL HOURS EARNED FOR WEEK: _____

DAY	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT	HOURS EARNED
Sat.								
Sun.								
Mon.								
Tues.								
Wed.								
Thurs.								
Fri.								

TOTAL HOURS EARNED FOR WEEK: _____

GRAND TOTAL OF HOURS EARNED FOR TWO WEEKS: _____

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

(Supervisor for the above student certify that the hours stated above have been satisfactorily performed by this student. I have reviewed the hours stated above, and I do not find a conflict in accuracy.)

THIS TIME SHEET WILL BE RETURNED TO THE DEPARTMENT IF IT IS INCOMPLETE OR IF THERE IS A CONFLICT IN ACCURACY