



Federal and State Work-Study Program Compliance in Partnership

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The college work-study programs are funded through federal and state monies, as such. Texas Southern University must comply with the federal and state regulations which govern these programs to maintain its eligibility. As supervisors who employ students both on and off campus, a thorough understanding of your role as the supervisor and as it relates to TSU's eligibility to participate in the work-study programs is critical.

Staying in compliance with federal and state regulations takes diligence on the part of the Financial Aid Coordinator and the participating supervisors. As a supervisor, you must accurately maintain each student's time worked, communicate with the student about his/her remaining funds and hours, and report the students' time worked for remittance on or before the monthly due date for payroll processing. Web-timesheets are to be prepared efficiently and without error, reviewed and submitted via the web-time entry database, which is accessible on TSU's [website-www.em.tsu.edu](http://www.em.tsu.edu).

By reading and signing this document you, the supervisor, agree to abide by all program requirements either stated within this document or within the supervisor's handbook. If you are found to be out of compliance, the same notification will be sent to you and will state the reason for the citation. A supervisor will only be allowed a total of three (3) citations per academic year.

The following list of items is considered representative of failure to maintain compliance on the part of the supervisor:

- Incomplete information (back pay not included with out and explanation on the web)
- Class schedule conflicts
- Approving time for the required days, students are not allowed to work
- Failure to check routing queue for proper set up
- Failure to check web-time entries for accuracy
- Failure to monitor students' web-time to ensure projected time is worked
- Failure to attend ad hoc work-study training sessions

Finally, the agreement serves as an understanding of the Work-Study Success Manual, whereby the supervisor acknowledges his/her responsibility for the content therein.

I have read and understand the information presented within this documentation.

Supervisor Printed Name

Supervisor Signature /Date

Supervisor Banner ID

Supervisor's T-Number

For Office Use Only	
RJAPLBD	Placement Code:
RJRPLRL	Placement Rules Created: Federal/State
GOAEACC	Banner ID Confirmed: T-Number Confirmed:
GOAEMAL	Email Address:
Approved	Comments:
Denied	
Work-Study Coordinator: _____	
Date: _____	

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