

Federal Work Study Employees have the right to:

...be paid for all hours worked. Voluntary services are not permitted. Federal Work Study wages are paid on an hourly basis.

...be paid at least the current minimum wage.

...be exempt from garnishment of Federal Work Study wages for any debt other than the cost of attendance at Auburn.

Federal Work Study Employees are responsible for:

...maintaining at least half-time enrollment to continue eligibility for financial aid including Work Study, and notifying the supervisor immediately if enrollment drops below half-time.

...arranging an agreeable work schedule with the supervisor, and notifying the supervisor **in advance** if the agreed upon work schedule cannot be met.

...being dependable, reliable, and courteous.

...protecting the privacy of all student and employee records to which they have access.

Payroll and Timekeeping

All tax forms and work eligibility documents must be completed in the employing department before you begin work. Be sure to bring the necessary documents to complete the Form I-9 with you when you first report for work.

Federal Work Study employees are paid every two weeks for actual time worked. As a part-time, temporary employee you are **not** eligible for paid holidays, sick leave, or vacation pay.

Work time is recorded in an electronic timekeeping system which will be explained to you by your supervisor. The supervisor should certify by approval of the timesheet that the hours reported are correct. **It is the employee's responsibility to record time in and out each day and report any missed or incorrect punches to the supervisor.**

I have read and understood the above guidelines.

Signature _____ Date _____

AUBURN UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER