

FEDERAL WORK-STUDY IMPORTANT REMINDERS 2017-2018

- **Students may not begin working until all required paperwork is submitted to the Financial Aid Office and the student and supervisor receive an email from the Financial Aid Office authorizing the start of employment.**
- The pay week runs from Sunday through Saturday.
- Timecards are submitted electronically through ADP. First-time users will receive instructions from the Payroll Office once they have been authorized to begin working through the Financial Aid Office. Returning students will be notified when their ADP account has been re-activated.
- Students must approve their timecard through ADP no later than **9:00 a.m. on Monday**.
- Students may not work more than 8 hours per day and no more than 20 hours per week when classes are in session (this includes the week of final exams) and up to 40 hours per week during breaks and summer sessions.
- It is the responsibility of both the supervisor and the student worker to:
 - Ensure hours are entered in ADP **each pay period**;
 - Ensure that hours are entered in correct decimal format in ADP;
 - Students are paid in 15-minute increments. Example: Monday, 11/15/17 1:15 to 3:30 = 2.25 hours. Supervisors are responsible for ensuring that students have correctly calculated and entered the decimal hours: 15 minutes = 0.25, 30 minutes = 0.50, 45 minutes = 0.75 hours; no other decimals should be used.
 - Keep track of weekly and total hours worked and to ensure the student does not work more than the awarded hours or more than daily or weekly allowable hours.
- Students may view the number of hours remaining in their FWS award through their ADP account. (Myself → Pay → Personal Accrued Time)
- Students may not earn under their 2017-2018 Federal Work-Study award beyond the last date of the spring semester: May 4, 2018.
- Students must be enrolled as full-time (at least 12 credits each semester) to participate in the Federal Work-Study program.
- Students are paid bi-weekly on Fridays. Federal Work-Study checks are mailed by the Payroll Office, Room 209 HFH. Direct deposit is encouraged. Enrollment forms are available at www.holyfamily.edu/finaid/employment-programs.
- Students who work with confidential information will be required by their Supervisor to read and sign the **“Statement of Understanding of Confidentiality Requirements for Student Workers.”** A copy of this form will be maintained in the department’s student personnel file.
- Any questions or inquiries should be addressed to work-study@holyfamily.edu and include as much detail as possible.