

FSU Community Service Work Study Standard Pay Schedule and Time Reporting Instructions

Spring 2019 Calendar

<u>Pay Period</u>	<u>Timesheets Due</u>	<u>Pay Date</u>
12/28/18 - 1/10/19	1/ 8/19	1/18/19
1/11/19 - 1/24/19	1/22/19	2/1/19
1/25/19 - 2/7/19	2/ 5/19	2/15/19
2/8/19 - 2/21/19	2/19/19	3/1/19
2/22/19 - 3/7/19	3/ 5/19	3/15/19
3/8/19 - 3/21/19	3/19/19	3/29/19
3/22/19 - 4/4-19	4/ 2/19	4/12/19
4/5/19 - 4/18/19	4/16/19	4/26/19
4/19/19 - 5/2/19	4/30/19	5/10/19

Student

- Keep track of your overall award and how many hours you have worked – you should not work more hours than your award will cover
- Work study is a part time award – you should not work over 30 hours in a week (10-12 hours per week recommended)
- **You cannot work when you would otherwise be scheduled to be in class – even if the class is canceled, you cannot work during that time**
- **Log your time daily online and record it on your paper time sheet**
- **Have your supervisor sign your timesheet in time to allow submission by the due date above for each time period**

Agency Supervisor

- Keep track of the student's overall award and how many hours they have worked – they should not work more than their award will pay for
- Work study is a part time award – students should not work over 30 hours in a week (10-12 hours per week recommended)
- **Students cannot work when they would otherwise be scheduled to be in class – even if the class is canceled, they cannot work during that time**
- **The supervisor must email confirmation of hours worked (copy of signed timesheet or daily record of hours worked for time period) to FA-FWS@fsu.edu by the final day of the pay period as indicated above**
- **Please scan the timesheet as a .pdf document if at all possible**
- **Please use the subject "Timesheet - <date> - <First initial.Last Name>"**
 - i.e. Timesheet 2/7/19 J.Doe
- **FSU cannot authorize the time for the student until this is received. If we cannot authorize time, then the students pay will be delayed**
- Keep a copy of the timesheet, in case there are any questions