



NEED BASED PLACEMENT WORKSHEET

STUDENT NAME: _____

PHONE #: _____

STUDENT EMAIL: _____

FAU Z #: _____

DEPARTMENT: _____

SUPERVISOR: _____

SUPERVISOR EMAIL: _____ SUPERVISOR EXT: _____

BLDG #, ROOM # _____

TIMEKEEPING ORG: _____

HOME ORG: _____

START DATE: _____ SALARY: _____ (PER HOUR)

- WORK SCHEDULE LIMITATIONS:**
Student employees may NOT work over 20 hours per week without the permission from his/her advisor or the Graduate Student Office if a graduate student.

Federal Work Study students may NOT work over 64 hours bi-weekly, for either one department or a combination of departments without the permission of the Office of Student Financial Aid.

Any student who works over 64 hours for 5 consecutive weeks is liable for Social Security and Medicare taxes. Federal Work Study funds may NOT be used to pay the employer's contribution to these taxes. These matching funds must be paid by each individual department and a departmental index must be provided.

- NOTE TO DEPARTMENT:** Students MUST complete a Summer Financial Aid Application the first week in February AND be enrolled at least half time in the summer if they would like to work during the summer semester.

STUDENT EMPLOYMENT USE ONLY

	FALL	SPRING	SUMMER
AWARD:	\$ _____	\$ _____	\$ _____

INDEX NO: _____

NEED BASED EMPLOYMENT GUIDELINES

1. You will be assigned to a permanent staff member. This person will act as your supervisor and you will report to them each time that you come to work.
2. Once your work schedule has been established, please report on time and work the full schedule. If you are ill or unable to come in to work you must notify your immediate supervisor prior to your scheduled work hours.
3. Discuss problems with your supervisor. If the problem cannot be resolved, the supervisor and student should report to the Need Based Employment coordinator in the Office of Student Financial Aid to request a transfer for the student to another department.
4. Your supervisor will have a time card for you. Please sign in and out each time you work. Make sure that exceptions to the prearranged work schedule are properly documented by the supervisor on the front of the time card.
5. Telephone or emails are not to be used for personal use.
6. Meals are to be eaten elsewhere on your own time unless stated otherwise by the immediate supervisor.
7. If you arrive early, please consider yourself ready to begin work.
8. Upon completing your work for the day please inform you supervisor of the status of your project and straighten up your area.
9. If you finish a project before your work time is up, please check with your supervisor for new assignments.
10. Please remember to use appropriate office language at all times.
11. Please limit personal conversations between yourself, staff members and students coming into the office.
12. Proper office attire is required at all times.

THANK YOU FOR YOUR COOPERATION IN FOLLOWING THESE GUIDELINES!

CONFIDENTIAL INFORMATION

All information seen or heard in this office is to be confidential and cannot be discussed outside of the office. Information concerning individual students and applicants must not be released without written permission from the student. This includes telephone inquiries. Only information about a student that is considered "directory" by the institution can be released.

I have read and agreed to abide by the above and understand that violation of this agreement will be documented, and could lead to termination of my employment.

Student's Signature

Supervisor's Signature

Print Name

Date

Print Name

Date