

FWS mandatory Supervisor session:

Federal Work Study students are an asset to most departments and as the program continues to grow it is imperative that we are all aware of the federal regulations that govern the program. In maintaining federal compliance, Financial Aid is audited annually by KPMG. The 201112 year proved to be a bit stressful as we struggled to explain some of your actions. For the new academic year, it is now mandatory for supervisors to attend one of the two sessions.

The topics that need and will be addressed are the following:

- Timesheets
- Contracts completion
- Hiring process / eligible to start
- Proper protocol from students / supervisors
- Possible fraud issues students/supervisors
- Keeping track of time
- Concerns you may have

This mandatory Supervisor session will be held on Monday August 20th, in room 2D01. You may choose the 9:30 – 10:30am or 3:30 – 4:30 pm slot. I urge you all to attend if you are or plan to have FWS students work for you. If your schedule will not allow for you to attend please email me in September to obtain information for the Spring Supervisor Info session. NO student will be assigned to your area until you have attended. Attached is the “Need Request Form” for Fall 2012-2013. Please print, complete and bring, with you to the session.

See you Monday, August 20th 9:30 am or 3:030 pm in room 2D01

Want to hire FWS students to work in the Fall and/or
Spring 12/13?

You must Attend the mandatory Information session

When: Monday, August 20, 2012

Where: Faculty Dining Room - 2D01

Time: 9:30 am & 3:30 pm

Info: Sessions are only 1 hour long.

Come ask questions, find out what is needed to have
students work in your area.

YORK College