

Student Rights and Responsibilities

Expectations

As a Federal Work Study and Panther Work (FWS/PWP) student employee, you are expected to be prompt, reliable and cooperative. You must adhere to the policies set by the department where you will be working.

- You will only receive FWS/PWP funds for the hours that you have actually worked. FWS/PWP students are NOT entitled to any unearned FWS/PWP monies.
- Pay for your FWS/PWP employment is NOT applied to your GSU Student Account nor applied toward fees for subsequent semesters.
- Do NOT expect to be able to study during your scheduled work hours.
- You will be evaluated by your supervisor in the spring on the following criteria:
 - ❖ Adhere to your set schedule
 - ❖ Arrive to work on time
 - ❖ Contact your supervisor if you are running late or unable to work
 - ❖ Pay attention to details
 - ❖ Notice what needs to be done and do it without being asked
 - ❖ Listen carefully to instruction
 - ❖ Maintain a positive, helpful attitude
 - ❖ Neat appearance/appropriate attire

Eligibility and Conditions of FWS/PWP

- You must maintain FWS/PWP eligibility throughout the academic year. Please note, that changes to your other financial aid (such as an additional scholarship) may reduce or cancel your FWS/PWP award.
- FWS/PWP jobs are for the academic year; this means Fall and Spring semesters.
- Students may have only one FWS/PWP position at a time. A student cannot work FWS/PWP and work another job via department's budget.
- Poor work performance may result in termination initiated by the department in which you work.

Obtaining a Job

A FWS/PWP award does not guarantee a FWS/PWP job! It is each student's responsibility to obtain his/her FWS/PWP job.

- In order to search for Jobs on campus you must be registered with Panther Career Net. Panther Career Net is located on the University Career Services website at <https://gsu-csm.symplicity.com/students/>
- Starting early is important. Most FWS/PWP positions are filled during August and September.

Student Employee forms and paperwork

- Students must not begin working until they have completed the payroll sign-up procedures.

Rate of Pay

- All FWS employees on campus can earn \$7.25 - \$9.00 per hour.
- All PWP employees on campus can earn \$8.75 per hour.
- Students working off campus FWS through the Community Service Office can earn \$7.25 - \$11.00 per hour.

Your Work Schedule

Your work schedule is arranged between you and your supervisor. A written schedule reflecting your work hours should be clearly defined at the beginning of each semester.

- You cannot work during your scheduled class meeting times, even if a class has been canceled by the instructor.
- Report to work promptly, and notify your supervisor in advance if you cannot report to work on time.
- The FWS/PWP program requires at least seven hours of work per week at your assigned position unless otherwise approved by your department.

Work hour requirements

FWS/PWP students cannot work more than 20 hours per week (Mon. – Fri.), with the exception of the Community Service FWS Students.

1. Keep track of your earnings

- Maintain a record of your earnings to ensure that you do not earn more than your awarded amount of FWS/PWP.

- Students that earn the maximum amount to earn (the amount listed on your Financial Aid Award) prior to the end of the semester must stop working but may return to work the following semester.

2. Reporting time worked and payroll requirements

- You must sign in each time you report to work and sign out when leaving. Your supervisor should instruct you on this process.
- Your pay for the hours you have worked will be direct deposited into your checking account by the ADP/GSU Payroll Department every two weeks, provided you have completed all paperwork. (Remember: your pay for your FWS employment is NOT applied to your GSU Student Account nor applied toward fees for subsequent semesters.)
- FWS/PWP earnings are taxable income. All questions about the amounts being withheld or W-2 forms should be addressed to the University's Human Resources Department.

3. Change of status and contact information

- Inform your supervisor of any changes in name, address or plans that would affect your FWS/PWP job. This includes but is not limited to withdrawing from the FWS/PWP program.

I have read and understand my responsibilities as a FWS/PWP student employee. I understand that failure to adhere to these rules may result in termination.

Student Printed Name

Student Signature

Supervisor Name and Department

Date