

SUPERVISOR RESPONSIBILITIES FOR STUDENT EMPLOYEES

CHECKLIST



1. Verify work eligibility.
 - Students must be enrolled for **six** credit hours to work as a student employee.
2. Provide supervisor expectations that include the purpose of the job, the duties, and the responsibilities.
3. Coordinate work schedule acceptable to both the student and supervisor.
4. Certify and approve time.
 - Certification implies direct knowledge of the student having worked the hours reported.
 - If a student has two jobs, ensure they do **not** work more than 19 hours per week in both jobs.
 - Combined hours will be listed on the timesheet in the system of record.
5. Ensure compliance training is completed by the student within 30 days of the hire date.
6. If a student is hurt while working on behalf of the university, contact HR/EOD (229-333- 5709) immediately and if possible (before the student goes to an authorized medical provider) unless the injury requires immediate emergency medical care. A drug test will be required.
7. Submit a termination form to HR/EOD when students are no longer working for the department. Termination date **must** be student's last day worked.
 - Upon termination, supervisors must make appropriate arrangements to discontinue student's password and/or access to department information systems and ensure VSU property is returned.

The supervisor's primary responsibility is to provide students with adequate guidance, training, and support.