

# Washington and Lee Campus-Based Employment of Work Study Students

## *Student Eligibility Guidelines, Time Sheet Requirements, and On-Line Time Sheet Entry/Electronic Signature Agreement*

Work study students are eligible to earn the amount indicated on their award letter. Your employment ends when you reach your earnings level.

Work study students are eligible to work during the official school term. They are not eligible before the term begins, after the term ends, or during official breaks. Contact the FA office for possible exceptions.

Timesheets must be submitted at the end of each pay period for that period's hours. Your submission and verification of timesheets using your assigned W&L user ID and your personal password operates as your electronic "signature" on the time record acknowledging that you have worked the hours indicated.

Timesheets are due in the Financial aid office by the end of the day on the Friday due date. Late timesheets will be processed during the next pay period. Late hours are not allowed and cannot be entered into the time system after one month.

I understand that time sheets are not complete until both the supervisor and student electronically verify the hours submitted.

I understand that intentionally submitting false information on the Federal Work Study time sheet is a Federal offense and can result in loss of employment and/or may be punishable by law.

I understand that any offer of employment is conditional upon the receipt of complete Federal and State tax and identification documents.

I also understand that information submitted and verified electronically is not valid unless I enter it using my assigned W&L user ID and my personal password to operate as my electronic "signature."

I agree to all of the above requirements.

\_\_\_\_\_  
Legal Name (print)

\_\_\_\_\_  
Legal Name (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student ID Number\*

\_\_\_\_\_  
Date of Birth\*

*\*For identification purposes only*