

Name: _____ Andrew ID _____
Organization: _____ Position _____

As a participant in Heinz College's FCSWS program I understand the following: (Please read and initial each statement)

- _____ I am required to submit my FCSWS employer forms along with my FCSWS student forms at least **two weeks** prior to my expected start date.
- _____ I cannot begin working through the FCSWS program until I have received approval of the position and a start date from the Heinz College Office of Financial Aid. If I begin working before I have received that approval, I understand that I cannot be paid for those hours through the FCSWS program.
- _____ My work study award, per my award letter, is a fixed amount that allows me to work a fixed number of hours through the FCSWS program during the specific period of time for which the award was issued (i.e. an award issued for the academic year (mid-August to mid-May) can only be used during the academic year; an award issued for the summer (mid-May to mid-August) can only be used in the summer) and that unused award amounts are forfeited and will not roll over into future employment periods.
- _____ It is my responsibility to monitor my hours and earnings to ensure that I do not work in excess of my award amount and/or outside of the employment period for which the award was issued, whether the academic year or the summer term.
- _____ I am required to complete my employment onboarding paperwork when notified by CMU's HR Service Center to update my details in Workday (CMU's time-tracking system). The Service Center will notify me if I must also update my employment eligibility (I-9) form at the HR Service Center located at 4516 Henry Street in Pittsburgh.
- _____ My wage rate for participating in the FCSWS program is \$17 per hour and I am not receiving any other compensation from my off-campus employer.
- _____ I will be compensated by CMU on an hourly basis for work performed and paid bi-weekly, which will **not** include any holiday, vacation, sick pay or fringe benefits. If also paid monthly (e.g. receiving a stipend), the FCSWS hours worked will be paid monthly as noted on the bi-weekly pay schedule. I can view and print pay statements and tax documents 24 hours a day, 7 days a week through the Workday system.
- _____ I am not permitted to work more than **40** hours per week (overtime) through the FCSWS program.
- _____ My off-campus supervisor is responsible for approving accurate bi-weekly time records on my behalf. In order to meet payroll deadlines and to comply with federal regulations, I must follow the FCSWS Workday time tracking instructions that will be sent to me when the position has been approved, which will include:
- *How to enter my time in Workday*
 - *How to send copies of my hours to my off-campus supervisor using an approved template, and*
 - *How to request that my off campus supervisor verify my hours and e-mail their approval of my hours to the Heinz College Office of Financial Aid by the deadlines in the FCSWS Workday calendar we will receive when the position is approved.*
- _____ Failure to follow the time tracking instructions or to meet the deadlines posted within the FCSWS Workday calendar may result in my submitted hours not being processed or paid until the next regular bi-weekly pay period.
- _____ I will inform the Heinz College Office of Financial Aid of any changes in my employment (e.g. quitting my FCSWS job, accepting an on-campus work study position, supervisor changes, etc.).
- _____ My employment under the FCSWS program terminates without notice on whichever comes first:
- *The last day of the employment period in which I have been approved to work; or*
 - *The date I earn the full amount of my work study award.*

By signing below I acknowledge that I have read and understand my responsibilities as a participant in the FCSWS program.

Signature _____

Date _____

Please return completed form to hzfinaid@andrew.cmu.edu

Heinz College Office of Financial Aid
5000 Forbes Avenue, 1101 Hamburg Hall, Pittsburgh, PA 15213 412-268-2164