

6. Time sheets will not be accepted from students. **THEY MUST BE SUBMITTED BY THE SUPERVISOR OR DEPARTMENT STAFF MEMBER DIRECTLY** to the Financial Aid Office.
7. Time sheet reports will be returned to the supervisor if not filled out completely.
8. Departments must keep a record of actual hours worked. A suggested time card format is available on the Financial Aid website. This record must be retained for three years after the end of the academic year and made available to auditors on request.

PAYROLL

1. Hours worked must be calculated by the quarter hour.

15 min = 0.25	45 min = 0.75
30 min = 0.50	60 min = 1.00
2. Employees must report in writing any change of address to the Palomar College Admissions and Human Resource offices. Paychecks are mailed to the student's home address at the end of the month.
3. Federal work study students are eligible to set up direct deposit of earnings with Payroll but it is not required.

FINANCIAL AID OFFICE ISSUES

1. The Palomar College Financial Aid Office reserves the right to adjust any and all Federal Work Study funds at any time during the academic year. The work study award is an offer contingent upon the availability of funds; there is no guarantee that a student will be able to earn the entire amount of the offer.
2. The Financial Aid Office will use only the student's Palomar e-mail address for work study related communications. All questions, concerns, and forms regarding the Federal Work-Study Program are to be directed to Patti Serafin at (760) 744-1150 ext. 3110 in the Palomar College Financial Aid Office. E-mail: pserafin@palomar.edu
3. **THE TOTAL FUNDS OFFERED MUST BE MONITORED CAREFULLY.** It is important for the supervisor and the student employee to maintain records of the funds used during each pay period. Any hours worked in excess of the student's award will be charged to the department's account.

Student's printed name

Supervisor's printed name

Student's signature

Supervisor's signature

Revised 3/11

***** SUPERVISORS *****
Return to FAO Attn: Patti Serafin