

IMPORTANT INFORMATION FOR EMPLOYERS & STUDENTS

Completed Form 1-9, W-4 and W-4ME and Direct Deposit are required for all students who have not worked for the University in the past **12 months**. Time should be submitted via MaineStreet Timesheet DAILY in increments of quarter hours. Bi-weekly pay checks will be mailed to the address on file until Direct Deposit has been set up.

Statement of Understanding: The student and supervisor must sign and attach this statement to the Work Authorization Form.

AS A STUDENT EMPLOYEE, I UNDERSTAND THAT:

- I will be paid only for actual hours worked. I will not be paid for the following: lunch breaks, merit raises, fringe benefits, sick time, jury duty, vacation time, holidays (unless I actually work) or school closings, etc.
- Misrepresenting hours worked is considered fraud and is grounds for dismissal, suspension, referral to the campus Student Conduct Officer and referral to the US Department of Education Inspector General's Office for federal prosecution which may include imprisonment and/or fine.
- I must enter the start time and end time each day I work. Failure to do so may result in my paycheck being late.
- Emergency loans are not available for late time submissions.
- I and my supervisor are responsible for monitoring my earnings.
- I must stop working immediately if my enrollment drops below 6 credits.
- I will contact the Financial Aid Office if I have any questions about Federal Work Study regulations and Payroll if I have any questions about entering time or receiving a paycheck.
- If I stop attending classes, I must stop working immediately.
- I will ensure that my Direct Deposit has been set up in a timely manner as this is a requirement of employment within the University of Maine System.

AS A STUDENT SUPERVISOR, I UNDERSTAND THAT:

- Time paid for work performed before this form is approved may be billed to my department and the student's paycheck may be delayed.
- Students are paid only for actual hours worked. Student employees are not paid for the following: lunch breaks, merit raises, fringe benefits, sick time, jury duty, vacation time, holidays (unless the student actually works), school closings, etc.
- Misrepresenting hours worked is considered fraud and is grounds for the student's dismissal, suspension, referral to the campus Student Conduct Officer and referral to the US Department of Education Inspector General's Office for federal prosecution which may include imprisonment and/or fine.
- Time will be entered by the student daily and approved by the supervisor by end of business on Monday. Failure to meet payroll deadlines means the student will be paid late violating related regulations. (Payroll schedules and procedures are available at: www.maine.edu/payroll or from Payroll at payroll@maine.edu or 581-9104.)
- Students will not receive emergency loans to cover the late submission of time cards.
- I have established procedures for another regular University employee to supervise and authorize time for my student employee(s) in the event that I am unable to do so. This procedure has been explained to the student.
- The student and supervisor are responsible for monitoring the student's earnings. The department will be billed for earnings that exceed the student's Work-Study allocation. Work-study allocations may change for a variety of reasons. Students or Employers should contact Financial Aid for any questions regarding Financial Aid award.
- Work-study students must stop working immediately if they cease to maintain enrollment of at least half time (6 undergraduate credits or at least 3 graduate credits) in any semester.