

General Supervisory Responsibilities

- 1 Make sure the student is trained to do the work shown in the approved position description.
- 2 Make sure the student doesn't work before the VA approves the contract for the work-study.
- 3 Make sure the student doesn't work more than the maximum number of hours shown on the agreement unless VA increases the number of hours.
- 4 Initial entries on the Time Record each day the student works.
- 5 Send VA a copy of Time Record for payment of 50-hr increments or once a month.
- 6 Send VA the original Time Record for final payment.
- 7 Certify the individual's timecard that he or she performed only allowable work-study duties.
- 8 For additional information, please refer to the Supervisor's 2012 Handbook. If a copy is needed please email us at workstudy.vbamus@va.gov