

SUPERVISOR/STUDENT ACKNOWLEDGEMENT

NOTICE TO SUPERVISOR. As a supervisor, you are responsible for ensuring the student adequately performs the student's duties and that each timesheet accurately reflects the actual hours worked by the student. By signing below, you acknowledge that you may be held accountable for any timesheet you approve which is subsequently determined to be falsified and/or fraudulent.

_____ I have reviewed the **Student Work Study Handbook** at www.latech.edu/financial_aid/educators.shtml

_____ I have reviewed the Louisiana Tech University **Student Employment Policies** at www.latech.edu/financial_aid/educators.shtml

Supervisor's Signature: _____

Supervisor's Printed Name: _____

NOTICE TO STUDENT. As a student worker, you are responsible for accurate reporting of your time worked on your timesheet. By signing below, you acknowledge that you have read and understand the following statement:

"I understand that falsifying documents (including timesheets) is grounds for immediate dismissal and I will no longer be allowed to hold future student employment positions with the university. I further understand that any act of fraud will be reported to Campus Police and the Dean of Student Affairs."

_____ I have reviewed the **Student Work Study Handbook** at www.latech.edu/financial_aid/workstudystudentpage.shtml

_____ I have reviewed the Louisiana Tech University **Student Employment Policies** at

www.latech.edu/financial_aid/docs/policies/studentemploymentpolicy1415.pdf

_____ I have reviewed the **Student Employment Responsibilities** at www.latech.edu/financial_aid/workstudyforms.shtml

Student's Signature: _____

Student's Printed Name: _____

CWID: _____