



The University Of
T A M P A

Agreement to Participate

Please complete and return to the Financial Aid Office

PRINT NAME: _____ SS#: _____

- 1) The supervisor at your work assignment must verify the time you worked and sign your time sheet. You cannot work during a time you are scheduled for class even when class does not meet during the scheduled class time. Hours worked per week should not exceed the number of hours assigned to them from the department. This criterion for hours applies to regular employment for the academic school year.
- 2) Time sheets are to be properly filled out and signed by the student and his/her supervisor. Time sheets are turned in approximately every two weeks.
- 3) Payroll checks will be issued on the 15th and 30th of each month. They will be distributed to your UT box.
- 4) Notify your supervisor if illness or other foreseen circumstances prevent your attendance at work. This notification should be made in advance of your usual reporting time. Failure to notify your supervisor may result in termination.
- 5) You are always expected to be punctual, efficient, reasonable and cooperative with regard to your job assignment. Unsatisfactory performance, repeated absences and insubordination are grounds for termination by your supervisor.
- 5) **Your signature indicates that you have read and understand what is required of you as an employee.** Additionally, you will perform your job duties as assigned, comply with the above regulations and any other regulations of The University of Tampa. Failure to comply will be considered grounds for termination and may hamper future employment with the University.

Student Signature

Date