

COLLEGE WORKSTUDY INFORMATION SHEET

This information is designed to answer typical questions regarding the College Workstudy program. Please read this sheet and use it as a reference. As always, please feel free to contact the Workstudy staff at 862-3600 if you have any questions.

What is the College Workstudy Program?

It is a federally-funded aid program designed to provide opportunities for eligible students. Federal funds provide 60 percent of the student's wages while departments or off-campus non-profit agencies provide the remaining 40 percent. Because of the 60 percent subsidy, many opportunities are available with organizations or offices that would not otherwise be able to hire students.

How do I find students?

JOB REQUEST CARDS furnished by this office can be used to advertise your available positions. After you complete the Job Request Cards and return them to this office, we will post them on the Financial Aid Office's job listing for students to review. Interested students would contact you directly. Other means of advertising are campus newspapers, bulletin boards and the Job Board in the Memorial Union Building.

How do I determine the student's rate of pay?

The employer sets the student's rate of pay. This rate must be equitable with other employees within the department/agency doing equivalent work. We ask that the rate be commensurate with the student's job skills, and it must comply with the appropriate minimum wage standards. On-campus departments should conform with the extra-help scale available in the Human Resource Office when determining hourly rate. This is "*an hour's work for an hour's pay.*" Fringe benefits such as sick leave, holidays, and lunch breaks can't be paid through workstudy funds.

How many hours can the student work?

During the academic year most jobs involve 10-20 hours per week. However, a student can work up to 40 hours per week at any time of the year. The Workstudy Program won't pay more than 8 hours per day or 40 hours per week. Any hours in excess must be paid to the student directly by the employer.

How does the student get paid?

Workstudy students are paid 100% of their earning bi-weekly through the University Payroll Office. The student and the employer must complete the following:

- a W-4 form
- a Bi-weekly Time Report which must be submitted to your department according to their schedule
- an Employee Authorization Form, with appropriate parts completed by the employer, supervisor and student
- an I-9 form, available in the Human Resource Office. The I-9 should be returned to the Human Resource Office, not the Financial Aid Office

These forms should be TYPED so all copies are legible. Incomplete or illegible authorizations will be returned to the student. Please be sure to include the entire seven digit account number when typing the authorization. (Example: IFSL UAX ADMS 09WS AY) During the academic year the account number ends in AY; during the summer, SS is used. This form must be approved by the Financial Aid Office before the student begins working and before the student will be paid.

What is a split pay period?

It is a pay period composed of one week of academic year and one week of summer. Two separate time slips must be submitted to the Extension BSC. By referring to the Time Sheet Due Schedule, you can determine which pay periods are "split."

How is an off-campus dept./employer billed for the 40% of the student's earnings?

The University Business Office will bill an off-campus employer periodically for the agency's portion of the student's earnings.

How does the employer change the student's rate of pay?

To change the student's rate of pay, the employer must notify the person in your department responsible for entering payroll, the Financial Aid Office and Human Resources in writing. This notification should include the student's name, Social Security number, account number, old rate of pay, and new rate of pay.

When can the student work?

The Workstudy Program is divided into two different periods: Summer (May-August) and Academic Year (September-May). The student must complete a new Employment Authorization at the beginning of each period even if he/she keeps the same job. NOTE: If a student is prohibited from attendance at the University during either of the above periods, she/he MAY NOT continue summer or academic year Workstudy employment. Reinstatement is contingent upon approval by the Financial Aid Office.

Can a student have more than one job?

Yes, as long as the total time the student works in all jobs don't exceed 8 hours per day or 40 hours per week. The Financial Aid Office will notify the supervisor if the student has more than one job to aid in monitoring the student's earnings.

What if the student exceeds his/her ceiling?

It's the employer's responsibility to monitor a student's workstudy earnings. Once a ceiling is reached, the employer becomes responsible for 100% of the student's earnings. If the student has already received compensation beyond his/her ceiling, the employer will be billed for the overage.

What if a student is terminated?

When a student is terminated for whatever reason, the employer must notify the Financial Aid Office in writing.

What are the requirement of the supervisor?

Students must be properly supervised. We suggest the job expectations be discussed when hiring a student. If an employer is dissatisfied with a student's job performance, then the employer should again explain expectations and outline expected improvements. Any problems that occur should be dealt with directly between the employer and the student.

Displacement

A student's employment under the program must not result in the displacement of regular employer workers.

Public Interest

The services to be provided by students in their employment off-campus must be of broad benefit to the population at large in order to be considered in the PUBLIC INTEREST. Work won't be considered in the PUBLIC INTEREST if it's primarily for the benefit of the members of a limited membership organization rather than the public at large.

Religious Involvement

College workstudy employment must not involve the construction, operation or maintenance of any portion of a facility which is used or is to be used for sectarian instruction or as a place for religious worship. In making this determination as to whether or not employment would violate this restriction, it's the purpose of the work being performed which must be considered rather than the nature of the employing organization.

Political Involvement

Positions under college workstudy must be free of political involvement. Under this prohibition, a student couldn't be assigned to work for an individual member of Congress, an individual member of a state legislature, or for any of the various committees of the U.S. Congress. However, a student could be assigned to the staff of a standing committee of a state legislature if the selection of a staff for that committee and the work performed by the staff is conducted in a nonpartisan fashion. Further, the political support or affiliation of the student may not be taken into consideration. Positions that involve lobbying at the Federal level, or employment for the U.S. Office of Education are also prohibited.