

UNIVERSITY *of* HOUSTON



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WORK-STUDY EMPLOYEE
PROGRAM GUIDE
2006/2007

The purpose of this handbook is to clarify The Work-Study Program employment practices and procedures for all Work-Study employees. Any questions regarding the procedures as outlined, herein, can be directed to the College Work-Study Office, Room 23 E. Cullen, or call 743-9051.

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Work-Study Program

Introduction

The Federal College Work-Study Program (FCWSP) and the State of Texas College Work-Study Program (TXCWSP) provide part-time employment for qualified students who must earn a part of their educational expenses in order to continue and/or complete their academic goals. These programs are subsidized by the federal/state government(s) and provide funding to assist students both on campus and off-campus at public or private non-profit organizations. The Texas Work-Study Program differs from the federal program in that it is restricted to residents of the state of Texas. Also here at the University of Houston, Texas Work-Study employees are not allowed to work in Off-Campus Agencies.

The College Work-Study Program (CWSP) is a need based grant awarded by the Federal or the State of Texas. This grant allows a student to work a part-time job, either on-campus or off-campus, with an organization, that has an approved Contract and Agreement with the University of Houston. A student becomes eligible for either program by completing the FAFSA (Free Application for Federal Student There are two (2) types of grants that can be awarded to a Student.

1. A Federal College Work-Study Award. (This award may be granted to students that are residents or non-residents of the State of Texas. However, will depend on the funding source.)
2. A State of Texas College Work-Study Award. (This award differs from the Federal CWS award, in that it is restricted only, to residents of the State of Texas.)

Compliance

Since both the College Work-Study Program and the Texas College Work-Study Program are federal/state funded, compliance with each program's regulations is essential for continuation of the program at the University of Houston. ***Compliance is the responsibility of all members of the campus and off campus community, so it is important to become familiar with the requirements listed herein.*** It takes everyone's cooperation and understanding to develop and carry out a successful CWS Program. Failure to comply with all federal/state regulations could result in the loss of, or reduction of federal/state financial aid funds provided to the University and Off-Campus Employer participation.

Off-Campus Employer Eligibility

In order to be considered for participation in the Federal Work-Study Program at the University of Houston, interested **non-profit** employers must submit the following documentation to the Work-Study office:

- *Federal Work-Study Agreement*
- *Federal Work-Study Procedures and Contract Agreement Forms*
- *Pay Period Calendar*
- *Copy of IRS letter verifying your agency's non-profit income tax exempt status*
- *General description of the agency (mission statement)*
- *Financial Statement*
- *Attend an Off-Campus College Work-Study Workshop*

In addition to the above documentation, prospective Work-Study employers may be asked to provide information about:

- **Funding:** Knowing what percentage of the funding is recurring and what percentage is derived from donations helps us evaluate the employer's ability to pay students for all hours worked.
- **Logistics:** Knowledge of the employer's facilities helps us evaluate the employer's ability to provide a safe environment for students, and knowledge of the employer's current staffing level helps us assess the employer's ability to properly supervise students and correctly complete all required Work-Study paperwork in a timely manner.
- **Positions:** A description of the Work-Study job can help us assess the employer's overall eligibility to participate in the University of Houston Work-Study program.

Employers are not allowed to employ students or have positions posted until a Contract and Agreement has been signed. Employers that currently have an agreement on file with the Work-Study Office need to re-apply yearly. However, the *College Work-Study Agreement* may be terminated at any time by the Institution or the Agency upon two weeks' prior written notice to the other party!

Program Eligibility

Since Work-Study is a form of federal/state financial aid, a student must complete a needs analysis application (FAFSA) and exhibit need in order for College Work-Study to be awarded. College Work-Study is frequently awarded in conjunction with other types of financial aid programs in a "package". This package may consist of various types of aid such as grants, loans, and/or scholarships.

Only degree seeking undergraduates and graduate/professional students who are U.S. citizens or who are in the U.S. on a permanent resident visa are eligible for the program. Applicants must be admitted to the university as a full-time (twelve (12) credit hours), three-fourths time (nine (9) credit hours) or half-time (six (6) credit hours) student during the semester of employment. If a student is currently attending the university, he/she must be enrolled for a minimum of six (6) credit hours and be in good standing as

determined by the department of Scholarships and Financial Aid. Students are reviewed for academic progress at the close of each semester.

Enrollment is continuously monitored and verified by the Work-Study Office each semester. Once the student ceases to maintain the minimum enrollment hours required, employment will immediately be terminated and the CWS award will be null and void.

In a nutshell the following criteria establish a student's eligibility for Federal Work-Study (FWS) at The University of Houston:

- A student must show documented financial need every year by completing the *Free Application for Federal Student Aid (FAFSA)*. Need is determined by an analysis of financial resources available to the student.
- A student must be awarded Federal Work-Study on the *Financial Aid Award Notification*.
- A student must meet Satisfactory Academic Progress Policy standards as set by the Office of Scholarships and Financial Aid.



TIP:

Remind your students to re-apply for financial aid early every year.

Community Service

Community Service Work-Study is a federally-funded program that allows students to earn their Work-Study award while serving the community in such areas as education, recreation, health care, public safety, social services, crime prevention, and tutoring and mentoring.

Community Service positions benefit the student as well as the community by increasing awareness of community needs through employment in areas that are dedicated to improving the quality of life for community residents--particularly low-income individuals--or to solve problems related to their needs.

Community Service is much more than a definition. . . It's the satisfaction a student gets from knowing that through their time and efforts, they've helped to make their corner of the world a better place to live in.

Amount of Award

The department of Scholarships and Financial Aid determine the student's Work-Study Award. The award is the total gross dollar amount a student may earn during the award period. (Ex: Student awarded \$1000; the student's gross earnings may not exceed \$1000) Award amounts are dependent upon each student's financial need and available funding. The basis of a student's award or a student's need may not be discussed with the

employer by the University of Houston. Depending upon the student's award, work schedule and rate of pay, the student may or may not earn his/her entire award.

Once awarded, each student will receive a Notification of Financial Aid document from the Department of Scholarships and Financial Aid. This award notice will indicate the total dollar amount awarded each semester and stipulates instructions for the locations and times to secure an authorization form. The student must accept the Work-Study Award and return the signed document by the required deadline in order for the award to be activated. The award notice will be either semester (FALL or SPRING) or for the academic year. If a student exceeds the specified limit for a semester the CWS office will use available money from the following or previous semester to cover hours worked. If the student exceeds his award for the entire academic year the department/organization will be held responsible for checks over the award limit. Courtesy Notices will be sent to departments/organizations to notify them of low balances on students CWS awards but it is the department/organization's responsibility to monitor students' awards.

A student is never allowed to earn more than the amount of the FWS award!

The Work-Study Office will not reimburse a department for hours paid in excess of the award.

A *Work-Study Balance Sheet* is available to assist students and employers in determining the amount of Work-Study earned-to-date. Departments/organizations can use their own method of determining the balance of a student but if this sheet is desired please contact the College Work-Study Office.

The student and the employer are responsible for monitoring CWS *gross* earnings.



TIP:

Review the student's Work-Study Balance Sheet immediately after each payroll.

Award Revision

Occasionally, changes in policies, regulations, and financial need may cause a student's financial aid award to be adjusted or reduced. In an effort to prevent an overaward situation, which may result from this change, the College Work-Study Award may also have to be adjusted accordingly.

This revision will affect the student's remaining award. When this occurs, the Work-Study Office will notify the student (via a revised Notification of Financial Aid document usually via e-mail) and the department/organization via a ***Work-Study Award Revision Document*** in writing detailing the changes in the award amount. **Since the employing department has the responsibility of documenting the student's earnings against their award amount they should carefully note these changes.**

Departments/organizations will be reimbursed up to the date of the notification only.

Award Period

The award period is the period during which students may earn their CWS award. Award periods (also known as employment dates) for 2006-2007 are as follows:

Students may never begin their CWS job prior to the start of the award period or continue to work after the award period ends.

Fall 2006: August 21, 2006
Spring 2007: January 16, 2007

Applicant Placement

Prior to the start of each semester, all organizations are responsible for submitting to the College Work-Study Office requests for available Work-Study positions along with their contract & agreement. Off-Campus Agencies' positions will be posted by the College Work-Study Office, once contracts are approved. The Agency will be notified by the College Work-Study Office when their positions are posted. The Agency will be given a UserID and password and instructed to go on line to view their postings and applicants. Any discrepancies should be reported to the College Work-Study Office. The student will review the posted jobs and select those they are interested, have experience in, or are in their major field of study. The student will complete a Work-Study Application online in their account in the UCS website. Once the application is complete, the student may apply for up to 15 work-study jobs. This year all students even returning students must go on line and complete an application which means employers must post the positions although they are planning on hiring a returning employee. The prospective employer will review the application and make an interviewing decision. Once an interview has been conducted, the employer will decide whether the student is a qualified fit for their position. The student should be notified no later than three (3) days following the interview, regarding the status of their employment application. If the student is hired, the student will take a Hiring Confirmation Form (available for download from the UCS website, www.career.uh.edu) to UCS to obtain a Work-Study Authorization form. Once the student obtains the authorization form from UCS, the student will present the form to the employing department. The employer completes the authorization form and returns it to the Work-Study Office, Room 23 E. Cullen with all required personnel/payroll documents.

All students in the UCS database have been awarded CWS, however it is imperative that before a student can officially begin employment they must submit the Work-Study Authorization Form. Employers will not be reimbursed for students through CWS if they do not have an Authorization Form. The date of employment on CWS will be the date the student obtained the Authorization Form. The student begin date cannot be prior to the date of the Authorization Form. An organization will not be reimbursed for a student

that work prior to the date the student obtained the Authorization Form. If possible we would like HISD & CIS to have their training set up prior to the 20th class dates. This allows Human Resources the required amount of time to put a student on the payroll.

Please adhere to the following OSFA timeline:

Fall 20th Class Day	Fall OSFA Deadline	Fall CWS End Date
September 18, 2006	September 21, 2006	Dec 15, 2006
Spring 20th Class Day	Spring OSFA Deadline	Spring CWS End Date
February 13, 2007	February 20, 2007	May 11, 2007

Student Job Search

All jobs are posted online in University Career Services’ website www.career.uh.edu. University Career Services (UCS) is located in Room 106 of the Student Services Building. Each student is required to check this website for job listings. **Only currently enrolled students** who have **accepted a work-study award** will be able to view the work-study positions on the UCS website. Students will log into the UCS website using their last name and the last five digits of their social security number as their username and password. Once the student has logged into the website, they will complete their work-study application form and conduct a job search in the Work-Study database. The student may apply for up to 15 work-study jobs once the application form is complete. Interviews will be arranged directly between the employer and the student.

Once employment is confirmed with a work-study employer students are to report to University Career Services with the following:

- a. Hiring Confirmation Form
- b. Validated Student ID Card
- c. Award Notice (listing amount of Work-Study Award)

In the event that the interview is not successful, the student will need to start their work-study job search again following the same steps as stated above.

Salary

Each available Work-Study position is classified under one of four categories in the Student Rate Pay Plan (see following section). Each category is based on skills required and job assignments. The salaries are commensurate with skill level. Students employed under the CWS Program are never paid on a salary, commission or fee basis (this includes variable pay rates of any kind). They are paid instead on an hourly basis for their *actual time spent on the job*. Although the rate of pay is determined by Student Pay Rate Plan, all jobs must pay at least minimum wage (\$5.15 per hour). Most jobs pay more, however, depending upon the student's duties and skills.

Employers are not eligible to receive Federal/Texas Work-Study funds for hours worked:

1. in excess of the student's CWS award;
2. prior to the start or after the end of the Award Period;
3. beyond 8 hours per 24-hour period;
4. beyond 40 hours per week.

Also, CWS funds can never be used by the employer to:

1. Provide benefits such as sick leave, vacation or holiday pay because CWS students are not eligible for benefits;
2. Pay the employer's contribution to Social Security, Worker's Compensation, retirement or any other welfare or insurance programs.

Student Rate Plan

Student Assistant I

Pay Rate: \$5.15-\$6.47 per hour

Requirements: Entry-level positions requiring minimal skills and basic education.

Typical Assignments: Clerical aids, laboratory helper, library clerk, etc.

Student Assistant II

Pay Rate: \$5.15-\$6.60 per hour

Requirements: More complex work to be performed than in level I positions. If clerical work, typing speed of 30 wpm or more may be required.

Typical Assignments: Office assistant, clerk-typist, childcare worker or other positions requiring previous college related experience and/or educational training of skills.

Student Assistant III

Pay Rate: \$5.33-\$8.59 per hour

Requirements: Advanced educational background and/or expertise in area of employment.

Typical Assignments: Audiovisual technician, data entry operator, senior office clerk, laboratory assistant, etc.

Student Assistant IV

Pay Rate: \$5.91-\$8.59 per hour

Requirements: Advanced educational background and/or expertise in area of employment.

Typical Assignments: Optometry technician, bookkeeper, records specialist, peer counselor, etc.

Pay ranges for these levels provide starting rates that conform to minimum wage. A department may, as its discretion, choose to pay the employee within the minimum/maximum range. However, according to Federal College Work-Study Guidelines a student pay must be appropriate and reasonable (6-16 2002-2003 FSA Handbook). Therefore if an employer feels a position merits a higher pay than the University of Houston CWS maximum they must submit a detailed job description along with the requested pay rate to the College Work-Study department. Since a student must travel for employment at off-campus agencies the salary is usually elevated above the documented salary on the UH Pay Rate scale. Off-Campus employers are encouraged to hire students at a fair salary that is commensurable with the job duties. The College Work-Study Office will deny any salary that does not appear to meet that requirement. At least two (2) weeks must be allowed to research this request for a higher pay rate.

Work Hours Per Week

Total work hours per week are contingent upon the amount awarded. During the Fall/Spring semesters, a student may not work in excess of twenty (20) hours per week in any week that classes are scheduled, including final examination week. An exception to the twenty (20) hours per week schedule is between semesters. At this time a student may work up to forty (40) hours per week contingent upon the amount of award remaining. Currently students work an average of twelve (12) to eighteen (18) hours per week.

NOTE: Work-Study hours are also limited by the amount of the award. If the student exceeds the amount of award, work on the program will not be permitted during the remainder of the semester.

Work Schedule

Prior to employment, the supervisor and the student will determine an agreeable work schedule. It is the responsibility of the employee to notify the supervisor if he/she is unable to meet the agreed work schedule. This notification must be made either prior to the intended absence or as soon as physically possible if the absence was unexpected. If the student has academic problems during the semester that may affect his/her work schedule, the student must notify his/her supervisor so hours may be changed or arranged accordingly. It is ultimately the supervisor who establishes the work schedule and determines any changes.

Pay Periods/Time and Effort Reports

All pay periods for Work-Study employees are bi-weekly. Each paycheck will reflect hours worked the preceding two weeks. The student should have some form of sign in sheet to account for time on a daily basis. The student should sign in when reporting to

work and sign out upon leaving. The daily log or timesheet should be placed where it is monitored. CWS students should be supervised at all times. Each student employee will complete a University of Houston Time and Effort Report, which is to be signed by the student and submitted to the departmental supervisor for signature approval. Enter only actual hours worked each day and correct totals for each day and week. The supervisor approves the hours worked and completes pre-payroll processing. A Time and Effort Report not certified by both student and supervisor will not be accepted for payment.

Signed Time and Effort Reports are then submitted to payroll by noon on subsequent Wednesdays. Late Time and Effort Reports cannot be processed with those submitted on time and will result in late paychecks. This delay may range from one to two weeks. Therefore, it is imperative that the Time and Effort Reports are submitted to payroll in a timely manner. Time for holidays, sick days, vacations and lunch is not to be included on the Time and Effort Report.

Paychecks are released in the department by the student's supervisor on subsequent Fridays. Paychecks are released by 1:00 P.M. on each payday. Student employees under the Work-Study Program are paid on the basis of "an hour's pay for an hour's work".

NOTE: *Padding of time reports is a federal offense that will result in permanent termination from the program. Each student should take time to properly sign in and out each workday to ensure that only time actually worked is entered. The supervisor should routinely review the accuracy of the Time and Effort Report.*

Rest Periods

For every four (4) consecutive hours of work, the employee is permitted to take a rest period, not to exceed 15 minutes. These rest periods are to be taken away from the work area and are scheduled and controlled by the supervisor to ensure office continuity. A student that works 6 consecutive hours must take a lunch break of at least 30 minutes. Any time report submitted with 6 consecutive hours of work but no lunch break will automatically have a 30 minute break deducted from their time report.

Employee Benefits

Work-Study employees do not earn vacation, sick leave or holiday pay due to the irregular nature of employment. Work-Study Program employees are not eligible to apply for leave of absence.

Dress Code

The Work-Study Program does not establish a dress code for student employees. However, depending upon where the student is employed, a dress code may be required. Each department is entitled to set a dress code. Work-Study employees who are employed in departments with a dress code are required to adhere to that code. The

department should review dress code requirements with Work-Study employees prior to hiring.

Probationary Period

All Work-Study Program employees are employed on a probationary basis for the first four (4) weeks, during which time the supervisor determines if the employee is able to satisfactorily perform in the position. When terminating an employee during the probationary period, a supervisor explains to the terminated employee why the job is not being performed satisfactorily.

Merit Increments

The employing department must initiate all salary increments. These requests must be written via a Work-Study Merit Increase Document, a Work-Study Program Performance Evaluation Form, and a Personnel Action Request (PAR). Increases in salary are considered on MERIT and MUST be justified in writing. The increment is not to exceed 10% of the hourly rate. Raises should not be requested until the student has been continuously employed by the department a minimum of four (4) months, has proven capable of the required skills, or has shown significant ability to understand the department's required technology. Merit increments are contingent upon student's CWS allotment balance and the student's job related experience. All merit increments are contingent upon available funding, the student's remaining award, and the Assistant Director's approval. The pay increase shall not be implemented until the Merit Increment has been approved.

Transfers

Student employees may transfer jobs if there is a justifiable reason for doing so, whether the change is the choice of the employer or the student employee. If a student is able to secure a position more related to his/her chosen profession and/or interest, the current job situation should be evaluated carefully before a final decision is made to request a transfer. Transfers are completed only after a student interviews with the Financial Aid Work-Study Office. A student must TERMINATE his/her present position prior to receiving a referral to another job. The terminating department is to complete and return a termination notice and the terminating department is to complete and Personnel Action Request. Once the completed document is submitted, the student may receive another Work-Study Authorization Form to a subsequent job. Students will not be permitted to transfer a position until they have fulfilled the obligation of informing their current employer of their intent to leave their employment. The student's earnings from the prior position will be deducted from the original CWS award amount.

Terminations

There are three (3) broad categories under which a student may be terminated: (1) the student may be terminated by the Work-Study Program, (2) the student may voluntarily terminate employment, or (3) the employing department may initiate an involuntary termination.

In all cases, employee problems are to be handled following HRS policy. If serious misconduct is the reason for dismissal, the student will be barred from receiving Federal Work-Study awards in the future.

Types of Termination

By the Work-Study Program:

The Work-Study Program terminates a student who has earned enough to meet his/her financial need for the academic year. A student may also be terminated if no longer enrolled; if satisfactory academic progress is not maintained in the course of study; or if the minimum course load is not maintained.

Both student and employing department will receive notification in writing of termination when initiated by the Work-Study program. Reason for termination and the effective date will be given. Once a department has been notified that a student is no longer eligible to continue employment they will not be reimbursed for any hours worked beyond the notification.

Voluntary Termination:

The student will be terminated upon request. Such a request should be presented to the supervisor two (2) weeks prior to the effective date. It is preferable the request be in written form.

Involuntary Termination:

Involuntary termination results when the employee, (a) does not perform in a satisfactory manner, (b) has committed a minor offense, (c) has committed a major offense such as theft, insubordination, gross misconduct, etc., (d) has excessive unexplained absences, (e) walking off the job, or (f) after an absence without permission or notice, except when an emergency situation precluded giving such a notice.

A student involuntarily terminated has the option to pursue the issue with the Work-Study Office.

The recommended method for terminating a student includes: (a) written warning to the student with a copy to the Work-Study Program, (b) termination of the student with written notification sent to the Work-Study Program, and (c) filing of the Work-Study Program Performance Evaluation with termination notice to the Work-Study Program.

The written warning is suggested in order to give the student employee an opportunity to be aware of and correct inadequacies. A reasonable time period of two (2) weeks is considered appropriate between the written warning and final termination.

All termination requests are to be accompanied by a Termination Notice and a Performance Evaluation. These documents are to be forwarded to the Work-Study Office located in the E. Cullen Building, Room 23. All students terminate involuntarily will be counseled by the CWS office before another CWS position is given.

Approval of Terminations:

To protect both the employee and that University, the involuntary termination of a student employee is reviewed and approved by the Financial Aid College Work-Study Office.



TIP:

Give CWS students a written list of duties and responsibilities upon hiring to avoid a possible miscommunication of expectations

Program Responsibilities:

Work-Study Office and University Career Services

Every effort will be made to assist the student in obtaining part-time employment, however employment is not guaranteed. Information and counseling will be provided to students and supervisors who have questions or concerns regarding Work-Study employment. Procedures and policies will be clarified upon request, and alternatives discussed. It is the student's responsibility to go online at www.uh.edu/enroll/sfa/workstudy/main.htm to pull down a College Work-Study Program Guide.

The Financial Aid College Work-Study Office will provide an Excel Balance Sheet via e-mail to any department that requests it. The Work-Study Office will provide update if a student is near his maximum award amount. However, the student and the supervisor are responsible for keeping an accurate account of the student's earnings to date.

Student Employees:

The student is expected to earn the entire Work-Study award. However, earning the amount awarded **cannot be guaranteed**, as the student's work schedule and rate of pay may not permit the student to earn his/her entire award. Any funds unearned at the end of the award period will be forfeited. The student should consider the amount of their award when applying for positions. The award is the total gross dollar amount a student may earn during the award period. The student and supervisor share responsibility for keeping track of the student's monthly earnings in order to avoid an over-award situation.

It is the student's responsibility to complete and sign the Time and Effort Report each pay period. In turn, the supervisor signs it verifying that all information is correct.

The student is to meet his/her work schedule and be on time. Each student is expected to perform his/her work assignments in a satisfactory manner. Students may not "fill in" for another student at work. It is the student's responsibility to notify the supervisor in sufficient time if he/she is to be absent. Each employee is responsible for the accuracy of the time reported as worked.

Supervisors:

The supervisor should hire only those students who will meet the department's need. Every effort should be made to ascertain the level of skills possessed by the student and to determine whether the student has the level of skill needed to perform the job. For example, if a position requires a skilled typist, the prospective employee will be given a typing test which the employers can arrange with the University of Houston's Human Resource Department. Remember that testing will be done only when the Employment Request lists specific skills and the employer arranges the testing with Human Resources.

It is essential that the supervisor clearly explain the performance expected to each student employee, and provides sufficient opportunity for questions and clarification if needed. If the student is not performing in a satisfactory manner, the supervisor needs to contact the Work-Study Office.

The supervisor is also responsible for the accuracy of hours reported on the Time and Effort Reports. Each department should establish a procedure for recording time worked daily, for obtaining student and supervisor signatures, and for ensuring that the Time and Effort Reports have been sent to payroll, properly signed and dated on subsequent Wednesdays.

The supervisor is expected to develop a work schedule with the student employee that will allow reasonable earnings of the Work-Study Program award amount.

Supervisors are expected to see that student employees have enough work to do. Since it is illegal to pay a student Work-Study Program funds if the student is not working, supervisors should assign temporary work if there is a slack period.

Supervisors **MUST** ensure the accuracy of the student's Time and Effort Reports. Paychecks will not be written for a Time and Effort Report without the signature of the supervisor. Copies of Work-Study Program Time and Effort Reports are considered official University records for audit purposes; therefore, all copies must be retained by the department and kept readily accessible for at least five (5) years.

NOTE: *Any time sheet not correctly certified by the appropriate supervisor may result in the employing department being required to pay the 75% federal share at a later date based upon audit findings.*

At the end of each term of employment, the supervisor will complete a Work-Study Program Employment Evaluation on each student employee and discuss the evaluation with the student. Upon completion, this form will be submitted to the Work-Study Program for inclusion in the student's departmental file and a copy submitted to the student.

All employee related problems should be discussed directly with the student involved. The Work-Study Office is available as a resource only after all the avenues for solution of a problem have been explored.

Reimbursements:

When a student is hired by the off-campus agency, the College Work-Study Authorization Form must be completed and forwarded immediately to the Work-Study Office, along with Employee Information sign up required for that agency. The employer should keep a copy of the form for their records before forwarding the original to the Work-Study Office.

The student must not be allowed to begin employment until this form is completed and forwarded to the College Work-Study Office.

No Reimbursement Forms will be accepted if there is no Authorization Form on File.

Students may only work within the dates of the award period so be sure students do not start working before the award period begins! The Work-Study Office will not reimburse agencies for time worked prior to or after the award period.

The College Work-Study (CWS) award amount reflected on the student's *Work-Study Authorization* represents the **gross amount** the student may earn. The CWS Program will reimburse eligible employers 75% of wages paid to a Federal CWS student as long as the student's earnings do not exceed the amount of the CWS award. For example, on her *Work-Study Verification*, Janie Teller's Fall CWS award is \$1400. If Janie works 10-12 hours per week, by semester's end she will most likely have earned all of her \$1400 award and her employer will most likely have been reimbursed \$1050 75% of \$1400 by the CWS Program.

Please note only Federal CWS students can work in off-campus positions.

The Federal Work-Study Program will also reimburse eligible employers for 100% of wages paid to CWS students employed as reading tutors for children in pre-school or elementary school OR reading tutors in a family literacy program that provides services to children from infancy through elementary or to their parents or caregivers OR math tutors for children in grades K-9. These tutor positions must be reviewed and approved by the Work-Study Office.

The required documentation for reimbursement (see Reimbursement Procedures) must be completed and submitted to the Work-Study Office no later than 15 days after the CWS student has been paid by your agency. If your agency cannot comply with this schedule, please contact the Work-Study Office. *Billing Statements* received later than 15 days after the CWS student has been paid will jeopardize your agency's participation in the College Work-Study Program as well as your agency's reimbursement



TIP:

Have CWS students sign-in and sign-out each block of time worked. This log will make the Monthly Earnings Reports easier to complete and/or verify.

Recordkeeping

University of Houston

According to federal guidelines the University is ultimately responsible for making sure that payment for work performed is properly documented and that each student's work is properly supervised.

Responsibility of other Departments

The University of Houston Payroll Department will be responsible for disbursing W2's to each student employed with CIS and HISD as tutors. All other Agencies that have an agreement with a 75% split is responsible for disbursing W2's to each of their CWS employees, regardless whether or not taxes have been withdrawn.

The University of Houston Human Resource Department has a system set up so that students can go on line and access all payroll information. The system is called PASS and is accessible by all UH employees. Students should use this system

Student's Rights and Responsibilities

By accepting a WS position, students become members of a department or agency that depends on them. Students should report to work on time, notify the supervisor when they will be late or absent, and dress appropriately for the work location (dress code should be discussed during the interview). When asking for time off, students should consider the employer's needs as well as their own. In addition, some WS positions may require access to confidential information--abuse or misuse of such authorization is grounds for dismissal!

Students **cannot earn more** than the Work-Study award as listed on the *Financial Aid Notification*. It is the student's responsibility to monitor earnings to be sure they do not exceed the award amount using the [Work-Study Balance Sheet](#).

If a problem develops on the job, the first point of contact should be the supervisor. If the problem cannot be resolved, the student should contact the Work-Study Office in the Office of Scholarships & Financial Aid. Quitting a WS job should be a decision of last resort. There is no guarantee that the Work-Study award can be replaced with another type of aid or that the student can secure another WS position.

Students agree to abide by the regulations and policies as outlined in the **Work-Study Employee Manual**. Failure to follow these policies and regulations may result in the cancellation of their Work-Study award and the loss of their Work-Study position. **Acceptance of a position through Work-Study implies a commitment to the employer for at least one semester.**

Getting Organized

With some advance planning, an employer's CWS paperwork can be organized and the accompanying processes streamlined. To assist employers, the Work-Study Office offers the following helpful hints:

Before hiring any CWS students, employers are encouraged to:

1. Discuss the hiring of CWS students with their agency's office of Human Resources. Determine what agency documents/forms the CWS students will be required to provide/complete. Ask if the hiring process can be expedited (CWS students need to begin earning their award as soon as possible).
2. Identify someone within the agency to process *Billing Statements* for all CWS students.
3. Discuss the completion and routing of CWS paperwork within the agency (will the CWS student's supervisor or the person responsible for *Billing Statements* complete the *Authorization Form* and mail it to the Work-Study Office?).
4. Determine how best to collect the CWS student's pay stub for each pay period (a photocopy of each CWS student's pay stub or direct deposit is needed for reimbursement).

After hiring a CWS student:

Employers should complete the *Authorization Form* and forward the original to the Work-Study Office immediately. Before mailing, the person who will be processing the *Billing Statements* should be given a photocopy of each CWS student's completed *Authorization Form*.

The *Billing Statement* person may use the *Work-Study Paperwork Checklist* to track their receipt of each CWS student's *Earnings Report* and pay stub for each pay period, thereby allowing the CWS student who missed a pay period to be more quickly identified and paid...

1. The *Billing Statement* person should prepare the *Billing Statement* and begin collecting the other documents required for reimbursement immediately after each payroll.
2. The *Billing Statement* person should use the *Work-Study Balance Sheet* to track the CWS student's remaining CWS award. This will prevent having to make corrections on the *Billing Statement*, which cause delays in reimbursement.

Common Work-Study Questions:

Q. What is Work-Study?

A. The Work-Study Program (CWS) provides jobs for students who need financial aid and who must earn a part of their educational expenses. You may apply if you are enrolled at least half-time (six (6) credit hours) as a degree-seeking student in an eligible program.

Q. How do I apply?

A. Each student must file a financial statement with a financial need service (such as FAFSA) and request CWS on the application.

Q. When do I apply?

A. Due to the length of time in filing and receiving results from a financial need service, it is recommended that a student complete these documents in February. Priority deadline for all Financial Aid applicants is **April 1st**.

Q. What determines the amount of Work-Study Awarded?

A. The amount of your Work-Study Program award depends on the student's financial need and the availability of funds at the University. The salary you receive will be based on the current Student Rate Pay Plan, which is related to the type of work you do and its level of difficulty.

Q. Once I am hired for a job, how will I be paid?

A. All Work-Study students are paid bi-weekly. Paychecks will be released for hours worked the preceding two weeks on the subsequent Fridays. The individual employer establishes off-campus pay periods.

Q. Are Work-Study jobs on-campus or off-campus?

A. Both. A Work-Study job may be located off-campus with a public or private non-profit agency. (Check with Rm. 23 of E. Cullen for a list of organizations on contract.)

Q. May I have more than one Work-Study job?

A. No. Due to the demand for Work-Study Program employment each student is limited to one Work-Study Program job. This is an institutional policy. Therefore, each student should carefully consider the amount of his/her award, the rate of pay and the job's work hours prior to applying for or accepting a position.

Q. May I have a Non College Work-Study job in addition to my Work-Study employment?

A. No. A student must choose either Work-Study employment or Non College Work-Study employment. Any employment that is not Work-Study (on-campus) is considered Non College Work-Study. If the student rejects Work-Study for Non College Work-Study, the earnings from such employment may affect future financial aid.

- Q. What if I do not earn my entire award? Can I carry my remaining award to the next term?
- A. No. Work-Study Program is awarded for a specific academic period either Fall/Spring. Fall/Spring award is an academic year award. This means that if the student has money left over from the Fall award the scholarships office will increase the Spring at their discretion. This balance **MUST** be utilized by the end of the Spring semester. However, a remaining award that is not earned at the time will not be carried forth into summer or the next academic year.
- Q. What dates will my employment cover?
- A. Work-Study Program employment will begin on the date specific on the Work-Study Program Authorization Forms. This document also states the amount of the award, Program type, total work hours per week, rate of pay, and termination date.
- Q. What if I exceed my award and my employer wants to extend my CWS assignment?
- A. If the employer wants to extend your Work-Study Award after your award has been exhausted, the Work-Study Program **MUST** be notified with a new PAR, Termination Form and a Performance Evaluation. This new income may affect your financial aid status and result in a reduction of other forms of aid. The department will pay 100% of the student's salary.
- Q. What if I earn more than my awarded amount?
- A. Work-Study will pay up to the award limit and your employer will have to pay the difference. Reductions of the aid package may result if earnings are over the awarded amount.