

## 2009-2010 Work-Study Procedures

- The work-study program includes need-based funding from federal and state programs. The current percentage of student's earnings to be paid by departments is:

**25% for Federal Work Study or State Work Study**

On the student's award print-out, the amounts listed for Federal Work Study (FWS) or State Work Study (TWS) represent the TOTAL amount the student can earn while using work study, so if a student is awarded \$1000, they may earn up to \$1000 but only \$750 will be paid using work-study funds.

There is also non-need based funding to provide work-study assistance for students who would not normally qualify for work-study due to either a lack of financial need or exhausted need based funding. The current percentage of the student's earnings to be paid by departments is:

**50% Working to Success – Non-Need Based**

On the student's award print-out, the amounts listed for Non-Need Based Work Study (NONEED WS) represent the TOTAL amount the student can earn while using work study, so if a student is awarded \$1000, they may earn up to \$1000 but only \$500 will be paid using work-study funds.
- Requests for work-study positions should be submitted to **Garnesha Beck** in the Office of Career Services prior to each semester, using the Career Services Job Form.** A) All job requests received will be posted to the online Career Services Job Database. B) Students interested in working on-campus will review the database, select jobs they are interested in, and contact the listed department for an interview. C) When a position has been filled, the hiring department should notify Career Services so that the position may be removed from the job database.
- Salaries for work-study students must be at least the current minimum wage** but may be higher, depending on the job function and skill level. Salary levels are set by the individual departments. The **undergraduate** normal salaries range from **\$7.25** to **\$10.00** per hour, **graduate** rates are **\$10.75** to **\$15.00** per hour. Departments must submit a written justification, subject to approval by the Associate Dean of Enrollment Management, Candice Lindsey, to set a pay rate that exceeds the maximum hourly rate. **Student workers are limited to working a maximum of 19 hours per week and** cannot earn more than their semester award amount. The work-study coordinator should be notified by email of any unusual work hours or days worked during a regular student holiday.

  - The appointment beginning date should be the actual first day worked. Do not use a holiday or weekend date as a beginning date unless approved by HR.
  - The hourly rate must fall within the minimum/maximum ranges shown above.
  - The ending date should be no later than the last day of the semester or the last day actually worked.
  - All workstudy student employees must be awarded workstudy and have a Workstudy Agreement on file each semester with the Financial Aid office before appointments will be approved. The Workstudy agreement can be found at <http://www.utt Tyler.edu/financialaid/ws.htm>
  - Please FYA all Workstudy appointments to DEFINE desk "WORKSTUDY." After Financial Aid enters the award amount, the appointment will route back on the budget authority for review and approval. If you have any questions about workstudy funding, please contact Kristen Dickerson in Financial Aid (Ext. 5628).
- While work-study students are allowed to be employed in more than one position, multiple appointments will not be approved after the semester begins without a written explanation of why the student needs the second appointment. Both departments will need to e-mail the work-study coordinator agreeing on the number of hours the student will be working and the pay rate for each department so that everyone involved knows how the change will affect their Department's budget.
- ALL** students who are eligible for **Federal or State work-study** will be awarded **Federal work-study** funding with their financial aid award **IF** they indicated on their financial aid application that they were interested in work-study funding. It will then be up to the department hiring the student to hire the student and sign a Work-study Agreement with the student in a timely manner before all actual funding is exhausted. When funding is exhausted a notice will be sent out to all work-study supervisors. For **Non-need based work-study** a supervisor who is planning on hiring students who have not been awarded

Federal work-study must call or e-mail the work-study coordinator to determine if that student is eligible for non-need based work-study. If they are eligible a signed Work-study Agreement must be submitted in a timely manner to the financial aid office before all actual funding is exhausted. A notice will also be sent to all work-study supervisors when all non-need funding is exhausted.

6. All work-study employees are approved and placed EACH semester. **Students who are employed under the Federal and State Work-Study programs must be enrolled at least half-time (6 hours) each semester to qualify for work-study funding. Students who are employed under the institutional Working to Success Program non-need based must be enrolled at least full-time (12 hours for undergrad or 9 hours for grad) each semester to qualify.**
7. **When a student is hired, the hiring department should print and complete a Work-Study Agreement each semester .**The completed form must be returned to the Financial Aid Office, either through campus mail or by fax (903) 566-7183. When the signed agreement is returned, an appointment should be entered in DEFINE by the department hiring the student.
8. **All departments should use the work-study timesheet created by the Financial Aid Office.** At the conclusion of each pay period, timesheets should be totaled, signed, and turned in to the supervisor. The supervisor should verify the total hours for accuracy, sign the time sheet, enter the information into DEFINE for payroll processing. **A copy of the completed timesheet must be submitted to the Financial Aid Office for the student's file.** Work-study earnings **SHOULD NOT** be paid through an emergency check-print. When a student's timesheet is not turned in by the deadline date for payroll entries, he/she should be notified that it will be included in the next payroll period. **If a student works during a scheduled student holiday, a note of approval signed by the supervisor should be attached to the time sheet that is forwarded to the Financial Aid Office.**
9. The Financial Aid Office will reconcile the various work-study payroll reports monthly. Supervisors will be notified of any discrepancies. Define will notify the department once the work study funds are exhausted. Once work-study funds are exhausted, 100% of the student's salary will come out of the Department's budget. **If a student's Fall funding is exhausted before the end of the semester and the student will continue working for the department in the Spring the department may e-mail the work-study coordinator in the financial aid office to find out if any of the student's Spring funding can be moved to the Fall. If a student's Spring funding is exhausted before the end of the semester the department may contact the financial aid office to see if there is any spare funding available for the student. However, no funds will be intentionally set aside for this purpose.**