



## Work Study Agreement

Student Name: \_\_\_\_\_  
(Last, First, MI)

Student ID: \_\_\_\_\_

**EACH** semester student employees and departmental supervisors must read the following information about the work-study program and sign below.

Work-study employees must have an appointment approved **each semester** in the UT Share-Human Resource System. A Personnel Action Form (PAF) must be submitted by the hiring department, approved by the work-study Coordinator, and routed to HR for employment/payroll approval. An appointment will not be approved by the Financial Aid Office until **AFTER** a copy of the signed Work-Study Agreement is received. The work-study award amount represents the maximum a student can earn each semester. The employing department's budget will be charged 100% after a work-study student exceeds their semester award. The maximum award can be viewed or printed from myUTTyler (Financial Aid Award Summary). Students will be notified via Patriot email account of award changes. The work-study Coordinator will notify Human Resources if changes occur after the appointment is approved.

Work-Study employees must attend student employee orientation and complete the employment packet containing a W-4 and I-9 form. All paperwork must be returned to Human Resources upon completion. Employment is temporary until a complete background check is returned and approved.

### **ENROLLMENT REQUIREMENTS:**

1. All students awarded Federal (FWS), Texas (TWS), and Non-Need Working to Success (W2S) work-study fund **MUST** be enrolled in at least six (6) credit hours during the semester to retain eligibility to work (Contact the work-study Coordinator in April to inquire about available funding for summer term).
2. Students who drop below the minimum requirement of hours should notify their supervisor and the work-study Coordinator immediately. The supervisor must update/cancel the work-study appointment (via PAF) and indicate the last date of employment eligibility.

Work-Study employees must maintain satisfactory academic progress (not on financial aid suspension) to retain eligibility. Refer to: <http://www.uttyler.edu/financialaid/finaidsappolicy.php>.

Work-Study employees are paid twice a month. Each electronic timesheet must be signed by the employee AND supervisor prior to submitting a payroll request. **PER FEDERAL REGULATIONS SIGNED COPIES OF E-TIMESHEETS MUST BE SCANNED AND EMAILED TO THE WORK-STUDY COORDINATOR, [Greg Rawlinson](#) OR FAXED (903.566.7052). OFF CAMPUS EMPLOYERS MUST ALSO SEND THE ORIGINAL SIGNED TIMESHEETS TO THE WORK-STUDY COORDINATOR, [Greg Rawlinson](#) OR FAXED (903.566.7052).**

### **Office of Financial Aid**

3900 University Blvd., Tyler, Texas 75799

[www.uttyler.edu/financialaid/](http://www.uttyler.edu/financialaid/)

Phone (903) 566-7180

Fax (903) 566-7183



## Work Study Agreement

Student Name: _____		Student ID: _____	
Supervisor : _____		Phone : _____	
Department : _____			
Administrative Assistant: _____		Phone : _____	
Rate of Pay : _____		[ ] Fall _____ [ ] Spring _____	
		[ ] Summer _____	
<b>Acknowledgement</b> We (the employee and the supervisor) have read and understand the information presented above concerning work-study program.			
Student Signature _____		Date : _____	
Supervisor Signature _____		Date : _____	

<b>FAO Office Use Only:</b>	
Item type awarded in PeopleSoft: [ ] Federal [ ] Texas [ ] Non-need	Semester Award Amount \$ _____
PAF Approved [ ] UT Share Approved [ ]	Work Study Approved by: _____

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