The Nuts and Bolts of Work-Study at The University Of Texas At Austin
Session Topics

- What is Work-Study?
- How students obtain a Work-study Award
- Policies
- Hiring procedures
- Reimbursement Requests
What is Work-Study?

- Definition
- Funding
- Obtaining a Work-Study Award
- Remaining Eligible for Award
What is Work-Study?

The Federal Work-Study (FWS) program is a government subsidized program that provides part-time employment to students with financial need, assisting them in financing their post-secondary education.
How is Work-Study Funded?

- UT Austin receives approximately $2 million from the Federal government each academic year.
- This money allows the University to reimburse employers a portion of the wages they pay their Work-Study employees.
  - 70% is reimbursed for most positions.
  - 100% is reimbursed for approved tutor positions.
These positions may be eligible for 100% reimbursement

- Reading tutors of pre-K through elementary students
- Math tutors of elementary through 9th grade students
- Students hired to support Family Literacy programs
How students obtain Work-Study

- **Apply** with the FAFSA by the priority deadline (March 15th)
- **Show** financial need
- Be **awarded** Work-Study on their Financial Aid Notification (FAN)
- **Accept** Work-Study and submit FAN
- **Complete** Work-Study counseling
How students maintain eligibility

- **Maintain** Satisfactory Academic Progress
  - Register for a minimum of 6 hours
  - Maintain at least a 2.0 GPA

- **Find** a job and earn at least 80% of annual award
Award Revisions

Work-Study awards may be revised upon learning of:

- Less than half-time enrollment, including withdrawal from UT Austin
- Additional resources such as scholarships, tuition waivers, etc.
Deadline and Cancellation

- Sign-up Sheets must be submitted by the 4th week of class
- Awards will be cancelled for students who do not have an active assignment prior to the deadline
Hiring a Work-Study Student

- POLICIES
- POSTING YOUR JOB
- HIREALONGHORN JOB BANK
- IMPORTANT DATES
- SIGN-UP SHEETS
Basic Work-Study Policies

- Students must be:
  - Enrolled at least half-time
  - Paid at least minimum wage ($7.25)
  - Paid at least once per month

- Students cannot work:
  - During their scheduled class time
  - More than 8 hours per day or 19 hours per week
    - Students may work up to 40 hours per week during dead days, finals, Spring Break, and when classes are not in session.
Work-Study Funds Can **Never** Be Used to Pay:

- Hours worked:
  - After the student’s enrollment has dropped to less than half-time
  - Before the employment period begins or after the employment period ends
  - In excess of 8 hours per day and 19 hours per week*
    - Students may work up to 40 hours per week during dead days, finals, Spring Break, and when classes are not in session.
Work-Study Funds Can **Never** Be Used to Pay:

- Benefits such as paid sick leave, holiday pay, or days absent due to inclement weather (FWS Regulation 34 CFR 675.26)
- Garnishment
  - In order to comply with HEA 488A(d), FWS employers must oppose any garnishment order they receive for FWS students in their employ
Recruiting

- Post your Work-Study job on the Hire A Longhorn Job Bank at www.hirealonghorn.org
  - First day to post for Fall is July 1st
  - First day to post for Spring is November 1st

- Attend the Work-Study Job Fair Tuesday, September 1, 2015
Hire A Longhorn Job Bank

- REGISTRATION
- POSTING A JOB
Main Page

Select the large gray "Job Bank" button. Then on the next page select "Employer".
Login Page

- This is where you will login once your registration has been approved.
- Select “Register” to submit your information or “Register And Post Local Job” to complete both steps at once.
Home Page

- Links to post a position can be seen on the right.
- Important updates will be posted in the Announcements section.
- You will be notified of applicants in the Alerts section.
My Jobs Tab

- This is where you will see any posts you have created and their statuses.
- You can create a new job post by selecting “+ Add New”. After it is submitted, we will review for approval.
Employment Dates for 2015-2016

- **Fall 2015**: September 1 – December 31
- **Spring 2016**: January 1 – May 17
The Work-Study Verification form confirms that the student was awarded and the award amount.

- Ask for the form before you begin the interview and do not proceed if the student does not have it with them.
Paperwork

- NEW EMPLOYER
- SIGN-UP SHEET
- REIMBURSEMENT DOCUMENTS
- SEPARATION FORM
In order to participate in the UT Austin Work-Study program, an employer must be a non-profit agency located in the Austin area.

Agencies will be required to renew their agreements once every two years.

A Work-Study summary must be submitted after the Employer Guide has been reviewed.
Agencies must submit the following paperwork:

- Federal Work-Study Agreement
- Supplemental Agreement
- Payee Information Form
- Proof of non-profit status

The required paperwork may be obtained by emailing our office at:
work.study@austin.utexas.edu
Sign-up Sheet/Job Description for each student must be submitted to our office prior to the 4th week of class. The document submitted must be the original. All sections of the form must be complete and include a signature.
Sign-up Sheet and Job Description

- Check each semester that the student will be employed
- If you check only the fall, but decide to continue their employment through the spring, you will have to submit a new Sign-up Sheet.
When completing the Job Description, be as detailed as possible.

Our office will determine if a position meets the criteria to be classified as a tutor.

If an agency is qualified to be reimbursed as a tutor (100%), they will be notified.
Reimbursement Requests

- DOCUMENTS
- SUBMISSION DEADLINES
What do I need to submit?

Within **15 days** of paying the student, agencies **must** submit the following documents:

- Original and error-free **Billing Statement**
- Original and error-free **Work-Study Timesheet** signed by the student and the student’s supervisor
- Copy of student’s **Pay Stub**
- Original **Paycheck Receipt Form**
Billing Statement

- List the students alphabetically by last name
- Enter the “70% Pay” total in the paragraph below the table
- Do not correct errors by using White-Out or crossing through them. A new document must be submitted to our office.
- Our office cannot make any corrections
This billing statement will be used by agencies with approved tutor positions.

List the students alphabetically by last name.

Enter the “Gross Pay” total in the paragraph below the table.

Do not correct errors by using White-Out or crossing through them. A new document must be submitted to our office.

Our office cannot make any corrections.
Agencies must submit the UT Austin Work-Study timesheet, not their internal timesheet.

Timesheets must be original and include the student and supervisor’s signatures.

All sections must be complete.

Time should be tracked in ¼ hour increments, not time-in/time-out.

Confirm that the payroll period on the timesheet matches that on the Billing Statement.
The Paycheck Stub **must** contain the following information:

- Agency name
- Student name
- Pay period
- Pay rate
- Hours worked
- Gross & net earnings
- Deductions
Paycheck Receipt Form

- This form must be completed by the student when they receive their check.
- The amount on the check should be used, not the gross pay amount.
- This form does not need to be submitted if the paycheck stub clearly shows that payment was direct deposited.
Submission Deadlines

▶ Paperwork is due **within 15 days** of the student being paid
▶ Paperwork for the final pay period of the semester is **due within 30 days** of the last day of the employment period
▶ Failure to submit paperwork on time will result in delinquency notices and possible suspension from participation in the UT Austin Work-Study program
Delinquency Notices

- **1st Delinquency Notice** – Sent when paperwork is two weeks late
- **2nd Delinquency Notice** – Sent after agency fails to respond to 1st Delinquency Notice
- **3rd Delinquency Notice** – Sent after agency fails to respond to 2nd Delinquency Notice—participation in UT Austin Work-Study program is suspended
Delinquencies Continued

- If an agency is consistently late, it may be suspended or put on probation without a 2nd or 3rd Delinquency Notice.
- To avoid possible suspension, contact our office if there are issues preventing the timely submission of paperwork.
- If your agency is suspended, you must submit a formal appeal for reinstatement.
Separation Form

- An Off-Campus Separation Form must be submitted to our office if a student resigns or employment is terminated.
- Students must be paid through their last day of employment.
- Separation Forms do not need to be submitted at the end of the fall semester if the student will return in spring.
  - If the spring semester was not selected on their Sign-up Sheet, a new one must be submitted.
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<th>Student Employment Contact Information</th>
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<tr>
<td><strong>Work-Study</strong></td>
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<tr>
<td>General Inquiries 512-475-6247</td>
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<tr>
<td>Amy Price 512-475-6246</td>
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<td>Lisa Brown 512-475-6245</td>
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<td><strong>Job Bank</strong></td>
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<td>General Inquiries 512-475-6243</td>
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<td>Jesse Diaz 512-475-6248</td>
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