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
  - Posting your job
  - HRMS assignments
- Timesheets
What is Work-Study?

- Definition
- Funding
- Obtaining a Work-Study Award
- Remaining Eligible for Award
- Basic Policies
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.
UT Austin receives approximately $2 million from the Federal government each academic year.

This money allows the University to reimburse departments for portions of the wages they pay their Work-Study employees:

- 70% is reimbursed for most positions.
- 100% is reimbursed for approved tutor positions.
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
- Be **registered** for at least 6 hours
- **Earn** at least 80% of their total Work-Study award for the academic year
WS Award Revisions

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

- HRMS assignments must be final approved by the 4th week of class
- Awards will be cancelled for students who do not have an active assignment prior to the deadline
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:

- For 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
- Garnishment
  - In order to comply with HEA 488A(d), FWS employers must oppose any garnishment order they receive for FWS students in their employ

For information on Work-Study policies please visit: [http://www.utexas.edu/hr/student/compensation.html](http://www.utexas.edu/hr/student/compensation.html)
Hiring a Work-Study

- EMPLOYMENT DATES
- HIRE-A-LONGHORN JOB BANK
- WORK-STUDY VERIFICATION
Employment Dates for 2016-2017

- **Fall 2016**: September 1 – December 31

- **Spring 2017**: January 1* – May 17

*January 1 for non-academic student titles and January 16 for academic student titles
How Do I Hire a Work-Study?

- Post your job on the Hire-a-Longhorn Job Bank at www.hirealonghorn.org
  - First day to post for Fall is July 1
  - First day to post for Spring is November 1
- Post job announcements on bulletin boards around your offices and around campus
- Attend the Work-Study Job Fair Tuesday, August 30th, 2016
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.

Students with a work-study award access this form on their CASH page.
Hire-a-Longhorn Job Bank

- REGISTRATION
- POSTING A JOB
Select the large gray “Job Bank” button. Then on the next page select “Employer”.
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.
“I’ve hired a work-study; what do I do next?”

- NEW HIRE PROCESS
- STUDENT TITLES AND PAY RATES
- CREATING THE ASSIGNMENT
New Hire Documents-Employers

Use **Background Check Administration (BCA)** system to request a background check.

Complete **electronic I-9**

Retain a copy of the student’s **resume** for your department’s records.

A detailed checklist for employers can be found at: [http://www.utexas.edu/hr/student/sup_chklst.html](http://www.utexas.edu/hr/student/sup_chklst.html)
New Hire Documents - Students

Student completes Paycheck Profile (P0-8)
Student completes Employee Biographical Information
Student completes compliance training
Student reads and acknowledges Compliance and Ethics Guide

A detailed checklist for students can be found at:
http://www.utexas.edu/hr/student/new_student_employee_checklist.html
# Non-Academic Student Titles

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<tr>
<th>Job Title</th>
<th>Job Code</th>
<th>Pay Range</th>
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<tbody>
<tr>
<td>Student Assistant</td>
<td>0074</td>
<td>$7.26 - $11.46</td>
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<tr>
<td>Student Associate</td>
<td>0075</td>
<td>$7.68 - $13.01</td>
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<td>Senior Student Associate</td>
<td>0076</td>
<td>$8.84 - $15.50</td>
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<tr>
<td>Student Technician</td>
<td>0077</td>
<td>$9.92 - $20.32</td>
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</tbody>
</table>

For more information on pay ranges for student titles please visit: [http://www.utexas.edu/hr/student/compensation.html](http://www.utexas.edu/hr/student/compensation.html)
<table>
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<tr>
<th>Job Title</th>
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<tbody>
<tr>
<td>Tutor (Undergraduate)</td>
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<tr>
<td>Assistant (Undergraduate)</td>
<td>0070</td>
</tr>
<tr>
<td>Undergraduate Research Assistant (URA)</td>
<td>0095</td>
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</table>

For more information on pay ranges for student titles please visit: [http://www.utexas.edu/hr/student/compensation.html](http://www.utexas.edu/hr/student/compensation.html)
HRMS Assignments

- TERMS
- CREATING ASSIGNMENTS
HRMS Terms

- **Position** – Refers to the job in HRMS
  - **Pooled** – Multiple students in the department assigned to the same position ID
  - **Non-Pooled** – Single student assigned to a Position ID
  - Must be tied to a specific supervisor for timesheet routing

- **Incumbent** – Individual you are assigning to the Position

- **Assignment** – Document that is created for an Incumbent placed in a Position
HRMS Terms Continued

- **Reports to** – Supervisor for the employee, tied to position ID

- **Work-Study Contact** – Person responsible for the employee’s payroll and who our office would contact with questions regarding the student

- **HAWS Job ID** – The Job ID assigned to a job description created in the Hire-a-Work-Study system. *This number is not the number used for your Job Bank posting.*
  - A HAWS Job ID consists of your department mail code and a sequence number
  - You must be authorized to use the HAWS System
  - If you are not authorized, please complete the HAWS Authorization Form found at: [http://www.hirealonghorn.org/pdfs/HAWS140.pdf](http://www.hirealonghorn.org/pdfs/HAWS140.pdf)
Creating the Assignment

- Click on the magnifying glass to browse the positions available for your unit code.
- If you already know the position code you want to use, you can enter it in the search bar.
You must click “Assign Work-Study” in order to create the appropriate assignment type.

The Work-Study Office will not retroactively reimburse a department that erroneously creates a non-Work-Study assignment.
The Begin and End Date are the dates of the employment period.

The dates can be outside of the employment period, but wages earned will not be covered by Work-Study funds.

Click “Create Assign Document” and the system will walk you through the rest.
Adding Incumbents

- Click “Add Incumbents to Pool”
- Enter student’s EID
- Dates will auto-populate with the information you entered on the first screen
- You cannot enter more than 19 hours per week
The HAWS Job ID needs to be accurate and detailed. The Work-Study Office will return the document if more details are needed.

“Work-Study Limit” will auto-populate with the student’s award amount.
Review and Approve

- Review all of the information that you entered and click "Verify Document" to check for errors or warnings.
- If the document passes all audits, click "Approve Document."
- Documents will route through your department before coming to the Work-Study office for final approval.
Timesheets

• ACCESS & COMPLETION
• APPROVAL
Payroll Procedure

Student creates their electronic timesheet and selects “Approve” when it is complete.

Supervisor approves timesheet and it routes to the next signer.

Payroll contact final approves timesheet and creates the OV1.
In order for a student to begin creating timesheets, the following are required:

- An active HRMS assignment
- High-assurance EID
- Completed Paycheck Profile
- Student’s Position ID must be placed in a time report group by departmental timekeeper

Students access their timesheet from their UT Direct homepage
Student Timesheet Completion

- Students must click on the links under Position Title in order to enter their hours for each week.
- After completing their timesheet they must approve it and route it to their supervisor.
- The supervisor should confirm that the pay period and hours are correct.
  - If errors are detected, the timesheet must be returned to the student and resubmitted.
Approving Student Timesheets

- The timesheets will appear in the supervisor’s UT Direct inbox.
- After the supervisor reviews and approves the timesheet, it will route to the departmental payroll person for final approval.
- *No changes can be made after final approval, so be sure that:*
  - The timesheet is for the correct pay period
  - Hours reported are hours that were actually worked
  - Hours are recorded on the correct day
Miscellaneous

• Policy Reminders
• Separation Form
• Resources
• Contact Information
The department will receive a Policy Reminder when a student:

- Worked more than **8** hours per day
- Worked more than **19** hours per week (with the exception of times previously outlined)
- Has not been paid at least once per month

A department that continually violates regulations may be suspended from participation in the Work-Study program
If you have to terminate a student’s employment, or if they resign, it is imperative that you modify their assignment in HRMS.

Within HRMS you will need to:
- Modify the end date
- Select the appropriate option in the Reason drop-down
- Select the appropriate option under Reemployment Recommendation
# Resources

## Human Resources

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<th>Resource</th>
<th>URL</th>
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<tbody>
<tr>
<td>512-471-4772</td>
<td><a href="http://www.utexas.edu/hr/index.php">http://www.utexas.edu/hr/index.php</a></td>
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<tr>
<td>Timekeeping</td>
<td><a href="http://www.utexas.edu/hr/hrpro/timekeeping/timesheets.html">http://www.utexas.edu/hr/hrpro/timekeeping/timesheets.html</a></td>
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<tr>
<td>I-9</td>
<td><a href="http://www.utexas.edu/hr/manager/hiring/i-9_checklist.html">http://www.utexas.edu/hr/manager/hiring/i-9_checklist.html</a></td>
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<td>Background checks</td>
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## HRMS

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## Payroll

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<td>512-471-5271</td>
<td><a href="http://www.utexas.edu/payroll">http://www.utexas.edu/payroll</a></td>
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<td>Payroll deadlines</td>
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### Work-Study

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<tr>
<th></th>
<th>Phone</th>
<th>Email</th>
</tr>
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<tbody>
<tr>
<td>General Inquiries</td>
<td>512-475-6247</td>
<td><a href="mailto:work.study@austin.utexas.edu">work.study@austin.utexas.edu</a></td>
</tr>
<tr>
<td>Lisa Brown</td>
<td>512-475-6245</td>
<td><a href="mailto:lisa.k.brown@austin.utexas.edu">lisa.k.brown@austin.utexas.edu</a></td>
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### Job Bank

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<tr>
<td>General Inquiries</td>
<td>512-475-6243</td>
<td><a href="mailto:hirealonghorn@austin.utexas.edu">hirealonghorn@austin.utexas.edu</a></td>
</tr>
<tr>
<td>Jesse Diaz</td>
<td>512-475-6248</td>
<td><a href="mailto:jesse.diaz@austin.utexas.edu">jesse.diaz@austin.utexas.edu</a></td>
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</tbody>
</table>

### Website

http://www.hirealonghorn.com