The image features a low-angle perspective of a tall, white, classical-style building, likely a university hall or clock tower. The building has multiple stories with rows of windows and a prominent clock face on its upper section. The sky is a clear blue with some light, wispy clouds. Overlaid on the right side of the image is the text "Off-Campus Employer Work-Study Information Session" in a bold, orange, sans-serif font.

# Off-Campus Employer Work-Study Information Session

# **Session Topics**

- **What is Work-Study Employment?**
- **How Students Obtain Work-Study Award**
- **Policies**
- **Posting Your Position (Hire-A-Longhorn)**
- **Hiring Procedures**
- **Reimbursement Requests**

# What is Work-Study?

- The Work-Study program provides part-time employment to students with financial need, assisting them in financing their education.
- The Work-Study program pays a portion of the wages for Work-Study employees
  - 70% is paid for most positions
  - 100% is paid for approved tutor positions
    - Reading tutors of Pre-K through elementary students
    - Math tutors of elementary through 9<sup>th</sup> grade students
    - Positions which support Family Literacy programs for families with Pre-K – Elementary children



# How Students Obtain Work-Study?

- Submit FAFSA and request Work-Study
- Show financial need
- Be awarded Work-Study on their financial aid notification (FAN)
- Accept Work-Study and submit electronic FAN

# 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
- Only in one work-study job at the same time
- Supervised

Students can **not** work:

- During their scheduled class
- More than 8 hours in a 24 hour period or 19 hours per week
- Before the employment period begins or after the employment period ends
- As a **contract employee**

# **Employer Eligibility and Paperwork**

- **General Off-Campus employer eligibility**
- **New Employer**
- **Approved Employer**



# Employer Eligibility

- In order to participate in the UT Austin Work-Study program, an employer should be a non-profit agency located in the Austin area
- Agencies will be required to renew their agreements every year and attend an Information Session once every two years
- Agencies must submit a new Payee Information form to UT Austin for changes in status or address

# Required Paperwork (New Employer)

Agencies must submit the following paperwork:

- Federal Work-Study Agreement
- Supplemental Agreement (Addendum added)
- Payee Information Form (PIF)
- Proof of Non-Profit Status
- Tax Payer Identification Number and Certification Document
- Agency Information (Mission Statement)
- Texas State Comptroller's Proof of Good Standing
- Job Description (Sample Position)

The required paperwork should be submitted via email to [Incomin.atyitmjnp8c25g3j@u.box.com](mailto:Incomin.atyitmjnp8c25g3j@u.box.com)



# Required Paperwork (Approved Employer)

Agencies must submit the following paperwork yearly:

- Federal Work-Study Yearly Agreement
- Pay Periods and Pay Dates (Check and Direct Deposit Dates)

Other Paperwork:

- <http://sites.utexas.edu/hirealonghorn/types/work-study/off-campus/off-forms/>

# How Do I Hire a Work-Study?

- Post your job on the Hire-A-Longhorn Job Bank  
<https://hirealonghorn-csm.symplicity.com>
  - *First day to post for Fall – August 2*  
*Spring - November 2*
- Attend the Work-Study Job Fair in Fall

**Work-Study Employment**

**Part-Time Job Fair**

**Aug. 28<sup>th</sup>**

Texas Union Ballroom - 3.202

2247 Guadalupe St, Austin, TX



# **Hire-A-Longhorn (HAL) Job Bank**

- Hire-A-Longhorn (HAL) Job Bank
  - Registration
  - Posting a Position
- Work-Study Job Descriptions and Competencies

What type of user are you?

Student/Alumni

Employer

Career Services Management System

[Privacy Policy](#) | [Terms of Use](#)

***Hire-A-Longhorn  
screen shots for  
posting a position***

## **HAL Main Page**

**Select the “Employer” Button  
when asked “what type of user  
you are?”**

**TEXAS**  
The University of Texas at Austin  
Office of Financial Aid

### Sign In

Please enter your username and password.

Username  
(your email address)

Password

**SIGN IN**

[Forgot Password](#)

### Sign Up

Signing up takes just minutes.

**SIGN UP** **SIGN UP AND POST JOB**

Career Services Management System

[Privacy Policy](#) | [Terms of Use](#)

## Login Page

Select "Sign Up" to submit your information or  
"Sign Up And Post Job" to complete both steps at once  
This is where you will login once your registration has been approved



**TEXAS**  
The University of Texas at Austin  
Office of Financial Aid

TA Test AccountUT - Office of Financial Aid

Home

Profile

My Jobs

Events

Career Outcomes

Calendar

Account

### Announcements

The University of Texas at Austin has made an announcement  
**New Position Type Added- Seasonal**  
We have added a new position type for job postings. Seasonal position type will reflect all jobs that are done either during summer or winter break. These jobs must start and end while school is not in session.  
During these times though, a student can work up to 40 hours. You may either make changes to current job postings or simply wait til the next time you post for a seasonal job.  
If you have any questions, you can always contact us at [hirealonghorn@austin.utexas.edu](mailto:hirealonghorn@austin.utexas.edu).

The University of Texas at Austin has made an announcement  
**UT Work Study can save you money**  
Are you a UT department? Do you have a position open to student workers? More than likely, the position qualifies as a work study position. Hiring Work Study students will save your department money in that the Federal student aid program matches 70% of the student's wages. You could hire 3 students for the price of 1; plus, you'd be helping students with financial need cover their costs to attend The University of Texas at Austin.  
Work study can help you save money and help our students succeed. If you have any questions, email us at [hirealonghorn@austin.utexas.edu](mailto:hirealonghorn@austin.utexas.edu) or [work.study@austin.utexas.edu](mailto:work.study@austin.utexas.edu) for further

### Shortcuts

[Create Job Posting](#)

[View Job Postings](#)

[View Applicants](#)

[Post a Profile](#)

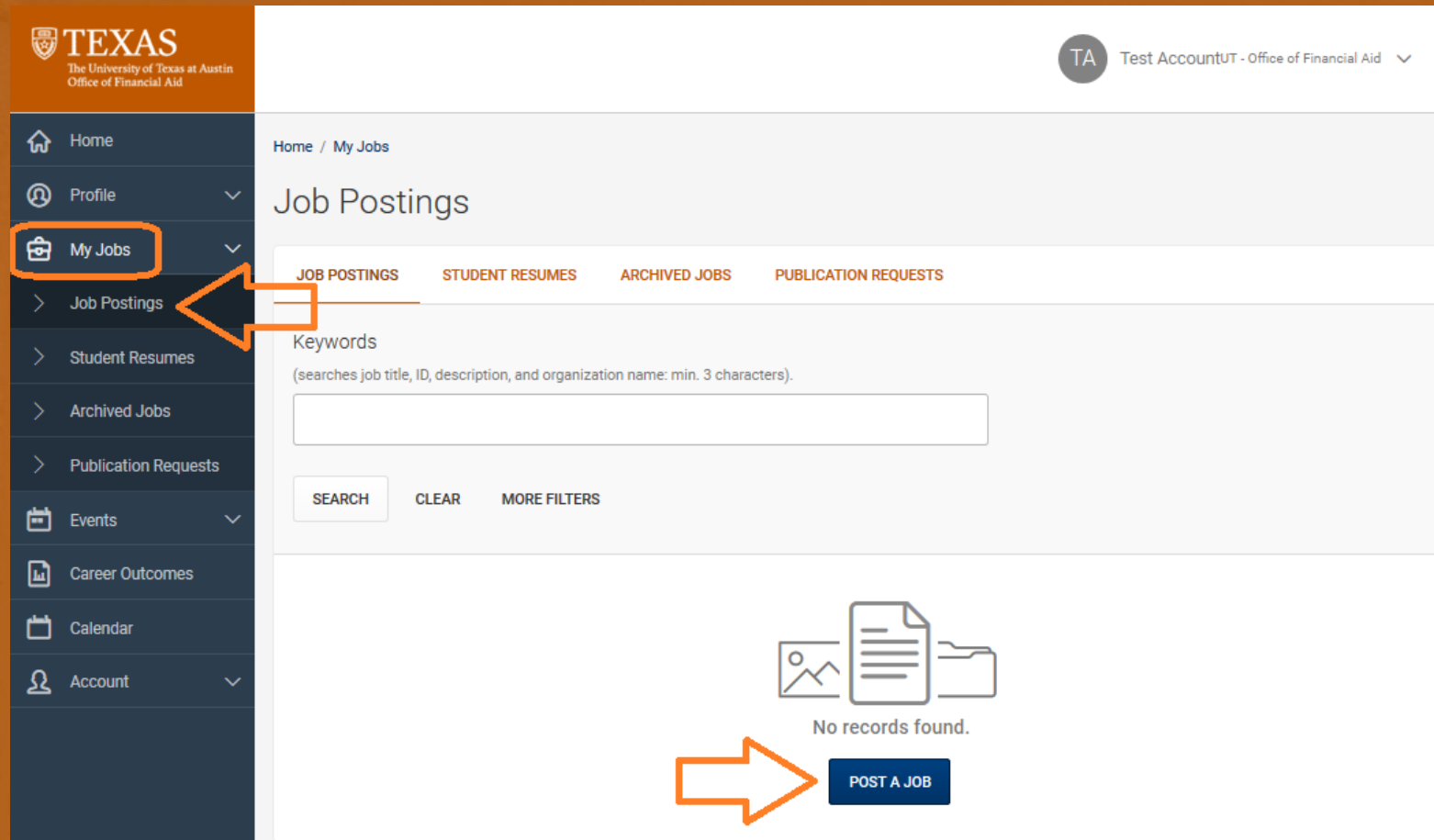
[View Document Library](#)

[Submit Placements Info](#)

Your feedback is welcome.

## Home Page

Shortcuts for most used content can be seen on the right  
Important updates and FAQs will be posted in the Announcements section



## My Jobs Tab

This is where you will see any job postings you have created and their statuses (not Approved means it is awaiting review)

You can create a new job post by clicking on "Post a Job". After it is submitted, we will review for approval

# What you need to complete job posting in Hire-A-Longhorn

- Position Type
  - Work-Study
- Job Title
- Hourly Wage
- Work Days and Times
- Approximate Hours Per Week
- Job Location
- Job Start Date
  - Job End Date
- Job Description
  - Qualifications
- Resume Receipt
  - Default Email Address for Resumes
  - Other
- Posting/Expiration Date



# Position Type

- There are 3 position types for off-campus employers
- Checking Work-Study will make the other position types disappear and vice versa
- You will have to create two separate postings if you want to hire both Work-Study and non-Work-Study employees
  - If you have both position types, it is always a good idea to mention in your non-Work-Study posting that you are also looking for Work-Study students and to apply using the Work-Study posting

# Position Types

- Part-Time/Non-Work-Study is a basic part-time job.
- Work-Study is a job for students who have a Work-Study award
  - You must be approved as a Work-Study employer prior to posting a work-study position
  - Contact [work.study@austin.utexas.edu](mailto:work.study@austin.utexas.edu) for approval process.
- Seasonal: temporary position, less than 12 weeks.
  - This can also be used for summer if you are wanting to hire for full-time
  - You must indicate an end date with seasonal

# Job Title

- Should be a professional title –  
i.e., Student Associate (Admin/General)
- Cannot be an advertisement line –  
i.e., ~~Looking for...~~ or ~~Awesome staff~~
- Can indicate specific location or shift –  
i.e., Assistant at Pickle Lab or Evening Student Assistant



# Work Days and Times

- Be Descriptive
- Reflects the shift they are to work
  - ex. Monday-Friday from 12PM-3PM
  - If no specific shift required - it must indicate hours of operation
- Approximate Hours Per Week
  - Only need to indicate a rough estimate of the hours a student will work each week
  - It can be a range, ex. 10-15 hours per week

# Job Start and End Date

- Start Date
  - All jobs must have a start date that is no sooner than the current day
  - Start dates in the future are correct
  - Do not put start dates in the past
- End Date
  - You only need an end date if the job is only expected to last for a few months or a semester or academic year

# Job Description and Qualification

- Do not use special characters as they don't show up properly
- Keep it clean and simple
- For Job Description, it should accurately detail the expectations of the job.
  - Action Items – ex. maintaining your workspace, assisting with customer service, or scanning documents
- For Qualifications, this should describe the type of worker you are needing
  - Ability items – ex. lift up to 50 pounds, able to work a keyboard, or able to get a Food Safety Certification



# Resume Receipt

- Gives you control on how you get applications
- Indicate "Other" for a separate location to apply if you want application turned in at a different site/location
- Using "Other" doesn't eliminate resume submitting through the site
- Remember, once a job posting is withdrawn, any application saved to that posting becomes inaccessible
  - Save on your computer before posting is withdrawn

# Posting and Expiration Dates

- These items auto-generate
- All job postings last **62 days**
- Do not adjust posting and expiration dates in an attempt to withdraw your posting

# Common Questions and Issues

- How to withdraw/archive/take my posting down?
  - Under the Job Posting tab - click on the Withdraw button for the job posting you wish take down
- I can't log in:
  - If you have a log-in problem:
    - Click on the "Forgot Password" link
    - Still have an issue - Email **hirealonghorn@austin.utexas.edu**
- How can I repost an archived position?
  - When you click on "Post a Job" in the Job Posting tab, there is a section near the top called "Copy Existing"
    - You may have to click the "Show Archived" button to show the posting you want.
- Can I save the applications on Hire-A-Longhorn?
  - No. You have to save them on your computer

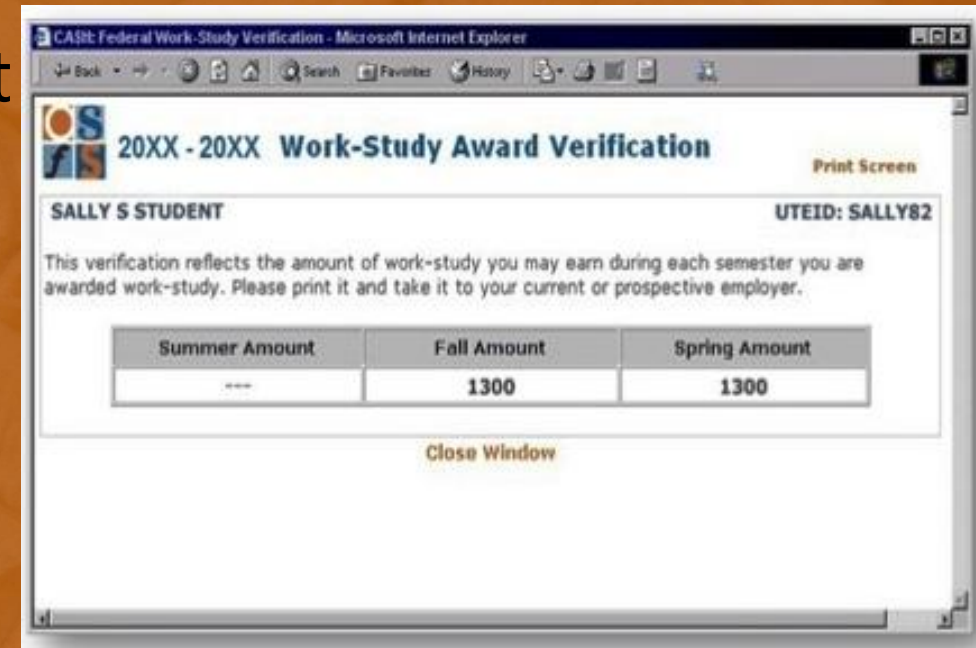


# **Employment Dates**

- **Fall: September 1 – December 31**
- **Spring: January 1 – May 15**
- **Academic Year: September 1 – May 15**

# Interview: Proof of Student Eligibility

- Student should provide a work-study verification form to confirm the amount awarded;
- Students with a Work-Study award can access this form on their CASH page
- Add as document requirement on Hire-A-Longhorn
- Request each semester



The screenshot shows a web browser window titled "CASH: Federal Work-Study Verification - Microsoft Internet Explorer". The page content includes a header with the CASH logo and the text "20XX - 20XX Work-Study Award Verification". Below this, it identifies the user as "SALLY S STUDENT" with a "UTEID: SALLY82". A message states: "This verification reflects the amount of work-study you may earn during each semester you are awarded work-study. Please print it and take it to your current or prospective employer." A table displays the work-study amounts for Summer, Fall, and Spring semesters. The Summer Amount is indicated by three dashes (---), while the Fall and Spring amounts are both 1300. Navigation links "Print Screen" and "Close Window" are visible at the top right and bottom center of the form area, respectively.

Summer Amount	Fall Amount	Spring Amount
---	1300	1300

# Work-Study Revisions

- A Work-Study award may be revised when student:
  - is enrolled less than half-time or withdraws
  - receives additional resources affecting financial need such as scholarships or tuition waivers
  - requests a change in award amount
- Students are notified of changes to the Work-Study award
- Students are responsible for notifying employer of changes
- OFA contacts employers as a courtesy



# Hire By Dates and Cancellation

- Hire by dates:   **Spring – May 1<sup>st</sup>**  
                              **Fall – November 1<sup>st</sup>**
- Cancellation of Fall Work-Study award does not cancel Spring Work-Study Award

# Community Service

- Jobs can be community service if the service is open, accessible, and publicized to and used by the community
- Improves quality of life or solves a problem related to community residents
- Not all non-profit agencies or their student positions will fall into the community service definition for Work-Study.

# Examples of Community Service

- Health care, child care (if open and accessible to the community), literacy training, education, welfare, social services, transportation
- Housing and neighborhood improvement, public safety, emergency preparedness and response, crime prevention and control, recreation, rural development, and community improvement
- Support services for students with disabilities (including students with disabilities who are enrolled at the school)
- Activities in which a Work-Study student serves as a mentor for such purposes as tutoring, supporting educational and recreational activities, and counseling, including career counseling



# Sign-Up Sheet/Job Description

- Sign-up sheet/job description for each student must be submitted before a student starts working
- The document submitted must be signed
  - (Original, digital and electronic signature are acceptable but typed signatures are not)
- All sections of the form must be complete and include a signature
- Sign-up sheets can be for the academic year or one semester at a time

## Off-Campus Work-Study Sign-Up Sheet

### Work-Study Student Employee Registration

To be completed by the employer. Please submit this form — and the completed job description on the next page — to the Office of Financial Aid.  
Keep a copy for your records.

Today's Date \_\_\_\_\_ Student Name (First, Middle, Last) \_\_\_\_\_ Student UT EID \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Pay Rate \_\_\_\_\_

Organization Name \_\_\_\_\_ Organization Address \_\_\_\_\_

Payroll Contact Name \_\_\_\_\_ Payroll Contact Phone \_\_\_\_\_ Payroll Contact Email \_\_\_\_\_

Student Supervisor's Name \_\_\_\_\_ Student Supervisor's Phone \_\_\_\_\_ Student Supervisor's Email \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

#### Student Work-Study

Award on student's Work-Study Verification:

\$ \_\_\_\_\_ \$ \_\_\_\_\_

Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_

Indicate each semester this student will be employed:

☐ Fall 20 \_\_\_\_\_ ☐ Spring 20 \_\_\_\_\_  
September 1 – December 31 January 1 – May 15

- Students may not participate in work-study jobs outside the above date ranges.
- Work-study students must be hired by the fourth week of each semester.

## 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 a position is qualified to be reimbursed as a tutor (100%), you will be notified



The University of Texas at Austin  
Office of Financial Aid

100 W. Dean Keeton St. E3700  
Austin, TX 78712-1712  
512.475.6282 • finaid.utexas.edu

## Off-Campus Work-Study Sign-up Sheet

### Work-Study Job Description

To be completed by the employer.

Student Name (First, Middle, Last)

Student UT EID

Job Description, including specific duties or requirements:

How does your organization improve the quality of life for community residents?

How will this work-study position help your organization achieve that purpose?

My organization's services include:  
*Please check all that apply.*

☐ Child care
☐ Civic education and participation
☐ Crime prevention and control
☐ Emergency/disaster preparedness and response
☐ Health care
☐ Transportation
☐ Public safety
☐ Welfare
☐ Recreation
☐ Other
☐ Social services

If this work-study position is:

- A reading tutor for children in preschool or elementary school, or in a family literacy program that provides services for children from infancy through elementary school, their parents and/or their caregivers.
- A math tutor for children in kindergarten through grade 9

Provide:

Name/Location of Trainer

Tutoring Assignment Information:  
*Name of school/location, on-site supervisor, grade level*

How will progress be measured?

OFA OFFICE USE ONLY: I verify that this position ☐ **does** ☐ **does not** meet the Community Service component of the Federal Work-Study Program as mandated by the Higher Education Act of 1966, as amended by the Higher Education Amendments through 2008. I further verify that this position ☐ **does** ☐ **does not** meet the criteria for classification as Tutor.

Community Service Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

Fall: \_\_\_\_\_ Spring: \_\_\_\_\_



# Reimbursement Requests

- **Documents**
- **Submission deadlines**

submit via email to **[Incomin.atyitmjnp8c25g3j@u.box.com](mailto:Incomin.atyitmjnp8c25g3j@u.box.com)**

# What do I need to submit?

Within *5-10 days* of paying the student, agencies *must* submit these documents:

- UT Off-Campus Billing Statement
- UT Off-Campus Work-Study Timesheet signed by the student and the student's supervisor
- Copy of student's pay stub
- Original Paycheck Receipt Form (if not direct deposit)
- Forms can be found at:

<http://sites.utexas.edu/hirealonghorn/types/work-study/off-campus/off-forms/>

# Billing Statement



100 W. Dean Keeton St. E3700  
Austin, TX 78712-1712  
512.475.6282 • [finaid.utexas.edu/work](mailto:finaid.utexas.edu/work)

## Off-Campus Billing Statement

Name of Agency

Pay Period (MM/DD/YYYY – MM/DD/YYYY)

Physical Address

City, State

ZIP

Mailing Address (if different)

City, State

ZIP

Name of Each FWS Employee (alphabetical by last name)	UT EID	# Hours Worked	Rate per Hour	Gross Pay	70% Pay
Total:					

The above named agency requests reimbursement in the amount of \$ \_\_\_\_\_ (total of 70% Pay column above)  
for work performed under The University of Texas at Austin Federal Work-Study Program. I certify this *Billing Statement* accurately reflects  
the payroll period above and that the hours above are true to the enclosed *Work-Study Timesheets*.

Preparer's Name

Title

Preparer's Email

Phone

Preparer's Signature

Date

### Enclosures:

Work-Study Timesheets

Photocopy of Each Paystub

Paycheck Receipt Form (if Paystub does not reflect check is direct deposited)

Submit via email to [Incomin.aty@u.texas.edu](mailto:Incomin.aty@u.texas.edu)

- 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 should be submitted to our office
- Our office will not make corrections



# Tutor Billing Statement



100 W. Dean Keeton St. E3700  
Austin, TX 78712-1712  
512.475.6282 • [finaid.utexas.edu/work](mailto:finaid.utexas.edu/work)

## Off-Campus Tutor Billing Statement (100% Reimbursement)

Name of Agency \_\_\_\_\_ Pay Period: (MM/DD/YYYY – MM/DD/YYYY) \_\_\_\_\_

Physical Address \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_ City, State \_\_\_\_\_ ZIP \_\_\_\_\_

Name of Each FWS Employee (alphabetical by last name)	UT EID	# Hours Worked	Rate per Hour	Gross Pay
Total:				

The above named agency requests reimbursement in the amount of \$ \_\_\_\_\_ (total of Gross Pay column above) for work performed under The University of Texas at Austin Federal Work-Study Program. I certify this *Billing Statement* accurately reflects the payroll period above and that the hours above are true to the enclosed *Work-Study Timesheets*.

Preparer's Name \_\_\_\_\_ Title \_\_\_\_\_

Preparer's Email \_\_\_\_\_ Phone \_\_\_\_\_

Preparer's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Enclosures:**  
Work-Study Timesheets  
Photocopy of Each Paystub  
Paycheck Receipt Form (if Paystub does not reflect check is direct deposited)

Submit via email to [lncomin.aty@utmsi.utexas.edu](mailto:lncomin.aty@utmsi.utexas.edu)

- 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 should be submitted to our office
- Our office will not make any corrections

# Timesheet



100 W. Dean Keeton St. E3700  
Austin, TX 78712-1712  
512.475.6282 • [finaid.utexas.edu/work](mailto:finaid.utexas.edu/work)

## Off-Campus Work-Study Timesheet

Employer \_\_\_\_\_

Pay Period (MM/DD/YYYY – MM/DD/YYYY) \_\_\_\_\_

Student's Name \_\_\_\_\_

UT EID \_\_\_\_\_

Job Title \_\_\_\_\_

Hourly Rate \_\_\_\_\_

Week (MM/DD – MM/DD)	Number of Hours							Total Hours	Gross Earnings
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.		
Total:									

Work-Study Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

### Employer Approval:

I hereby certify that this Work-Study Timesheet is a true statement of the hours worked by the above-named student and that said student has performed all assigned duties in a satisfactory manner.

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Payroll Contact Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**NOTE:** Work-Study Timesheets must be submitted to the Work-Study Office within 5-10 days of paying the student. Be sure to include *Billing Statement*, photocopy of student's paystub and *Paycheck Receipt Form* (if paystub does not confirm paycheck was direct deposited). Per federal regulations, Work-Study students must be paid at least once a month.

Submit via email to [Incomin.aty@utmsi.utexas.edu](mailto:Incomin.aty@utmsi.utexas.edu)

- Agencies must submit the UT Work-Study timesheet, not their internal timesheet
- Timesheets include the student's and supervisor's signatures
- All sections must be complete
- Time should be tracked in 1/4 hour increments, not time-in/time-out
- Confirm that the payroll period on the timesheet matches that on the billing statement

# Paycheck Stub

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



The University of Texas at Austin  
Office of Financial Aid

100 W. Dean Keeton St. E3700  
Austin, TX 78712-1712  
512.475.6282 • [finaid.utexas.edu/work](mailto:finaid.utexas.edu/work)

## Paycheck Receipt Form To be completed by the student

This form is to be completed by the Work-Study student employee and submitted with the agency's reimbursement paperwork (i.e. Billing Statement, student's original Work-Study Timesheet, copy of student's pay stub).

NOTE: Students whose paychecks are direct deposited to their accounts are not required to complete this form if their pay stub confirms the direct deposit.

Student's Name

UT EID

Agency Name

For the pay period of (MM/DD/YYYY) to (MM/DD/YYYY)

I acknowledge that I have received a check in the amount of \$ (use amount shown on check)

Signature

Date

Submit via email to [Incomin.atyitmjnp8c25g3@u.texas.edu](mailto:Incomin.atyitmjnp8c25g3@u.texas.edu)

- 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

# Reimbursement Request Deadlines

- Paperwork is due within 10 business days of the student's pay date
- Failure to submit paperwork on time will result in delinquency notices and possible suspension from participation in the UT Austin work-study program
- Submit via email to: [Incomin.atyitmjnp8c25g3j@u.box.com](mailto:Incomin.atyitmjnp8c25g3j@u.box.com)

# Delinquency Notices

- **1<sup>st</sup> Delinquency Notice** – Sent when paperwork is two weeks late
- **2<sup>nd</sup> Delinquency Notice** – Sent after agency fails to respond to 1<sup>st</sup> Delinquency Notice
- **3<sup>rd</sup> Delinquency Notice** – Sent after agency fails to respond to 2<sup>nd</sup> Delinquency Notice – **participation in UT Austin Work-Study program may be suspended**



# Student Employee Separation

 **The University of Texas at Austin  
Office of Financial Aid**

100 W. Dean Keeton St. E3700  
Austin, TX 78712-1712  
512.475.6282 • [finaid.utexas.edu/work](mailto:finaid.utexas.edu/work)

## Off-Campus Separation Form – Employer

To be completed by the employer

This form must be completed when a Work-Study employee resigns or is terminated before the semester ends. The agency is required to pay the student through the last day worked, complete this form and forward it, along with the enclosures listed below, to the Work-Study Office.

NOTE: This form is also required when Fall-employed students do not return to the agency in Spring.

Agency Name \_\_\_\_\_

Student's Name \_\_\_\_\_ UT EID \_\_\_\_\_

Last Day Worked \_\_\_\_\_

Reason for Separation: \_\_\_\_\_

Would you be willing to re-hire this student?  
☐ Yes ☐ No

Please Explain: \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_

Supervisor's Email \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Enclosures:**  
Final Work-Study Timesheet Photocopy of Last Paystub  
Paycheck Receipt Form (if Paystub does not reflect check is direct deposited)  
Billing Statement

Submit this form via email to [Incomin.atyitmjnp8c25g3j@u.texas.edu](mailto:Incomin.atyitmjnp8c25g3j@u.texas.edu)

- 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 the spring
- If the spring semester was not selected on their sign-up sheet, a new sign-up sheet must be submitted

# WS Employment Contact Info

## Work-Study Employment

### General Inquiries

[work.study@austin.utexas.edu](mailto:work.study@austin.utexas.edu)

## Hire-A-Longhorn Job Bank

### General Inquiries

[hirealonghorn@austin.utexas.edu](mailto:hirealonghorn@austin.utexas.edu)

## Website

<https://hirealonghorn-csm.symplicity.com>

<http://finaid.utexas.edu/work/>

<http://sites.utexas.edu/hirealonghorn/types/work-study/off-campus/>



**Questions?**





# Parking Passes