

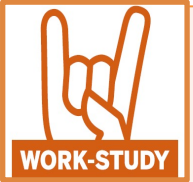
**2021-2022**



The University of Texas at Austin  
Office of Scholarships  
and Financial Aid

# **Off- Campus Employer Work-Study Information Session**

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Work-Study  
Explanation



Eligibility



Work-Study Policies



HireUTexas powered by  
Handshake



Work-Study Job Posting  
Requirements



Hiring Procedures



Reimbursement Requests

# What is Work-study?



- Work-Study provides part-time jobs to students with financial need, allowing them to earn money to help pay educational expenses.
- The Work-Study program encourages community service work and work related to the student's course of study

# Eligibility



## Employer

- Must be a non-profit agency located in the Austin area
- Must be approved as a Work-Study employer
- Employees must be paid at least minimum wage and at least monthly
- Must follow Federal, State, and University Work-Study Guidelines

# Eligibility

## Student

- Must have Financial Need as determined by FAFSA/TASFA
- Must be awarded Work-Study
- Must be making Satisfactory Academic Progress
- Must be enrolled at least  $\frac{1}{2}$  time

# Benefits

- Provides Part-Time employment to students with financial need.
- Earnings are removed from the calculation of the expected family contribution on the FAFSA so do not impact future financial aid for the Work-study employee.
- For most positions, 70% of wages are reimbursed with Work-Study funds
- 100% of wages are paid by Work-Study funds for approved tutor positions

# Work-Study Policies



## Employers must:

- Provide supervision which includes checking and tracking time, and employee education/training
- Pay Work-Study employees at least minimum wage (\$7.25) and at least monthly.
- Submit documents for reimbursement within 10 days of paying the student.
  - Failure to submit documentation on time may result in suspension from participation in the Work-Study program.

# Work-Study Policies

## Students cannot work:

- During their scheduled class time
- More than 8 hours in a 24-hour period
- More than 19 hours per week
- Before the employment period begins or after the employment period ends, as a Work-Study employee



# Work-Study Revisions

**A Work-Study award may be revised:**

- When student is enrolled less than half-time or withdraws
- When student receives additional resources such as scholarships or tuition waivers
- When the student requests a change

Students are responsible for notifying employer of changes  
OFA contacts employer as a courtesy

# Work-Study Revisions

Tracking Work-Study earnings are the responsibility of the employer

- A recent Work-Study Award Verification form and current semester earnings will be needed.
- What if the student has earned almost all of their Work-Study award before the semester ends?
  - The student can request a Work-Study award increase by contacting Texas One Stop at [onestop@utexas.edu](mailto:onestop@utexas.edu)
  - The Work-Study Employment team will increase the Work-Study award if the student is eligible for an increase.

# Work-Study Dates

HireUtexas Job Posting Dates	Work-Study Employment Dates	Work-Study Hire By Deadlines
Fall - July 2nd	Fall: August 16 <sup>th</sup> -December 31st	Fall: December 1st
Spring - November 2nd	Spring: January 1 <sup>st</sup> – May 31st	Spring: May 1st
Fall/Spring – July 2nd	Fall/Spring: August 16 <sup>th</sup> -May 31st	

# Employer Information – Pre-Hire

- New employers must complete an [Employer Initial Application](#)
- Current employers must complete the [Work-Study Employer Guidelines Yearly Agreement](#)

# HireUTexas Powered by Handshake



Powered by



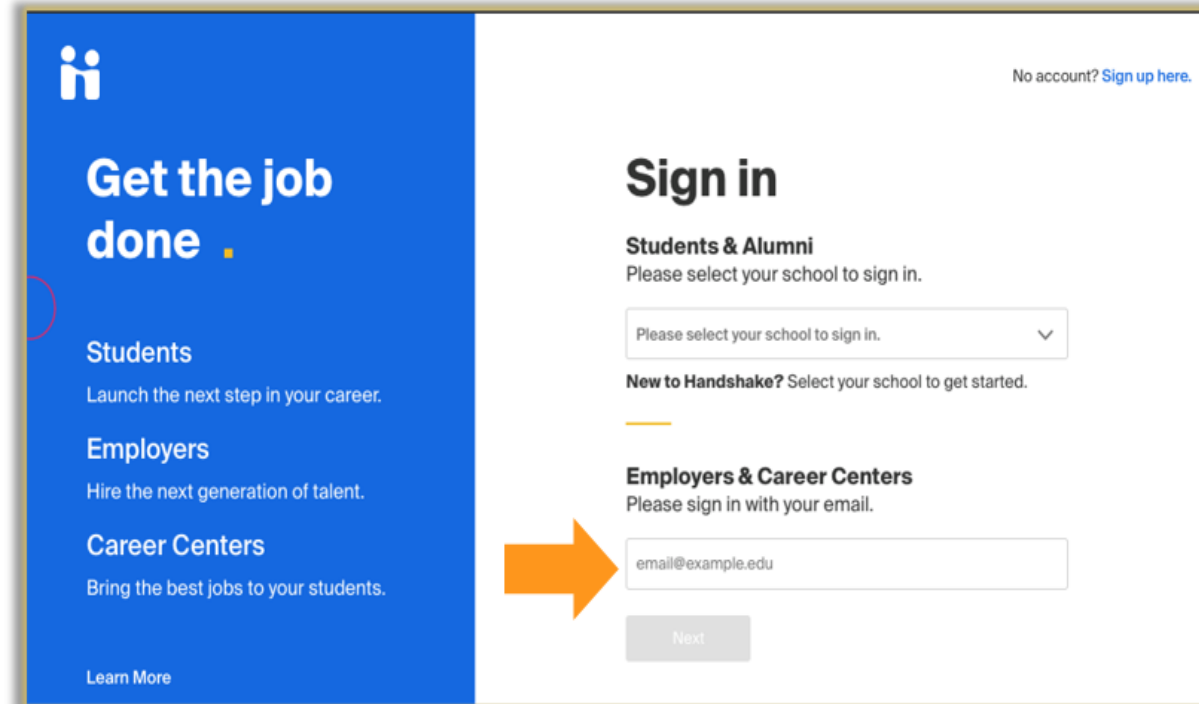
During the Summer of 2020, UT Austin switched from Hire-A-Longhorn (HAL) to **HireUTexas** powered by Handshake as the part-time job bank.



For information about claiming your account email [hireutexas@Austin.utexas.edu](mailto:hireutexas@Austin.utexas.edu)

# HireUTexas Handshake Main Page

- **Sign In –**
- For Posting a Position
- You may wish to Bookmark the Login Page:
- <https://app.joinhandshake.com/>
- Select the “**Employer & Career Centers**”
- Enter your email



**Get the job done**

**Students**  
Launch the next step in your career.

**Employers**  
Hire the next generation of talent.

**Career Centers**  
Bring the best jobs to your students.

[Learn More](#)

No account? [Sign up here.](#)

## Sign in

**Students & Alumni**  
Please select your school to sign in.

Please select your school to sign in. ▾

**New to Handshake?** Select your school to get started.

**Employers & Career Centers**  
Please sign in with your email.

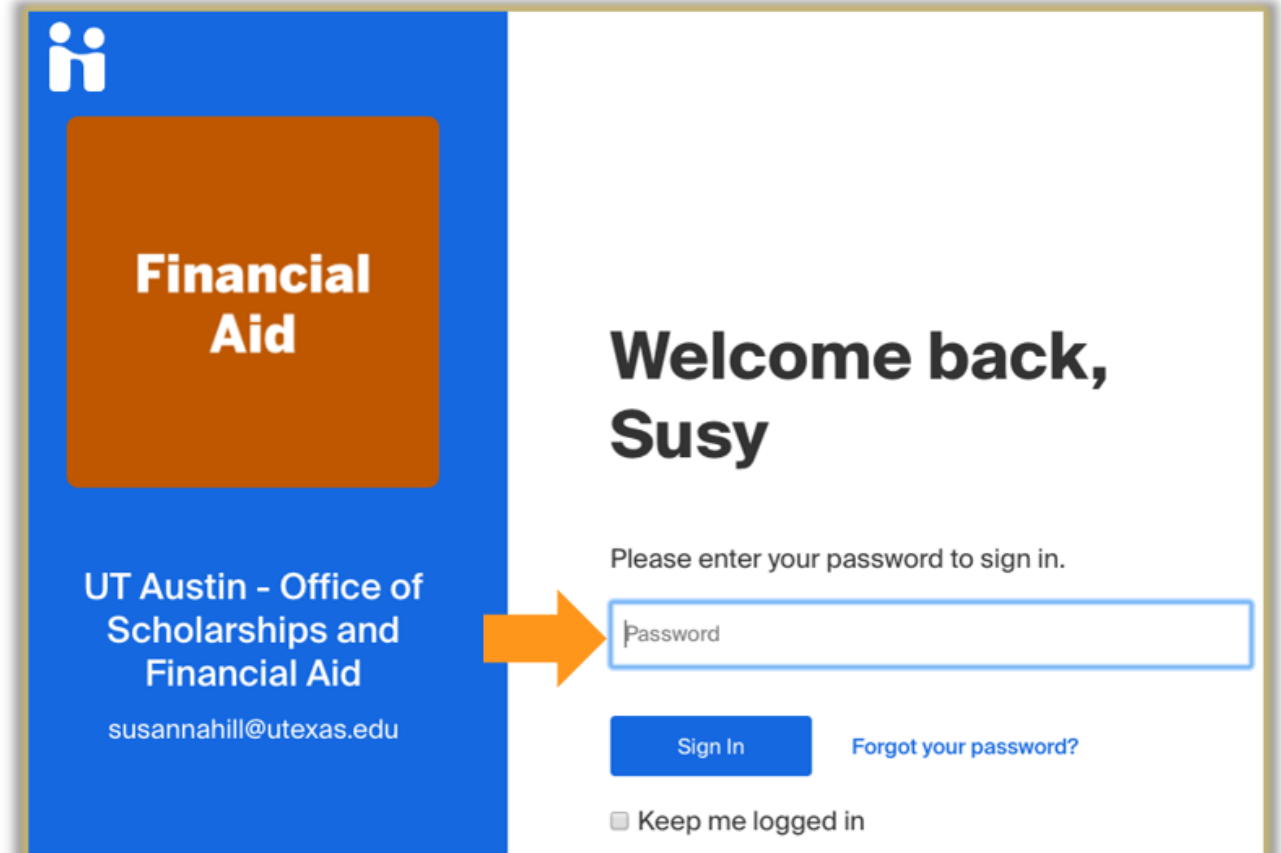
email@example.edu


Next

For additional information email [hireutexas@Austin.utexas.edu](mailto:hireutexas@Austin.utexas.edu)

# HireUTexas Powered by Handshake

- **Sign In –**
- Enter your password and click “Sign In”





**Financial Aid**

UT Austin - Office of Scholarships and Financial Aid  
susannahill@utexas.edu

**Welcome back, Susy**

Please enter your password to sign in.

[Sign In](#) [Forgot your password?](#)

☐ Keep me logged in

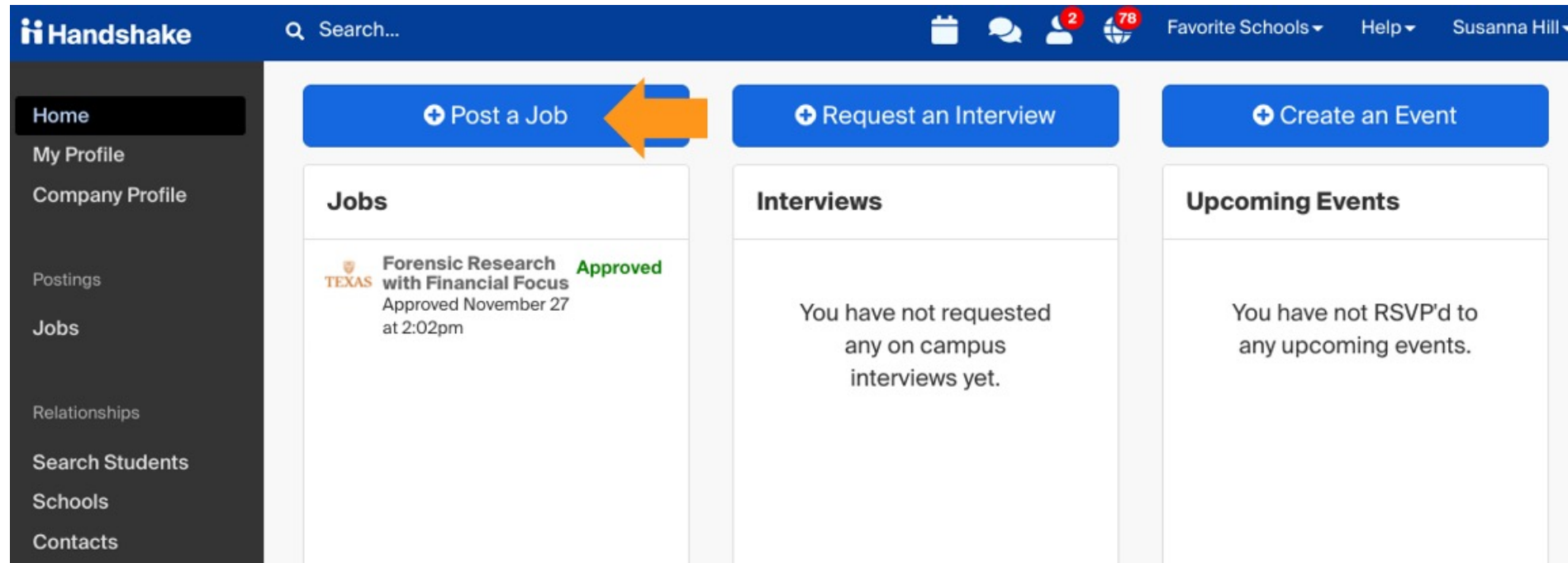
# Company Profile Page



- Most options can be seen on the left-hand column
- The account “owner” can edit the Company Profile on the left or under “Company Settings” under your name in the top right
- Then use the “Edit” button on the right

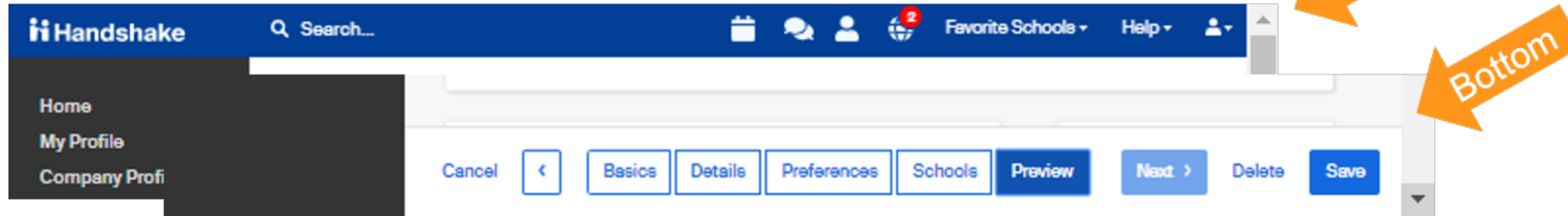


# Jobs Page



- This is where you can view any job postings you have created and their status. (Pending means it is awaiting review)
- You can create a new job post by clicking on “Post a Job”. After it is submitted, HireUTexas will review for approval.

# Job Posting Requirements



## Basics Tab

- Position Type
- Part-Time
- Duration
- “Yes” to Work-Study

## Details Tab

- Job Description
- Hourly Wage
- Job Location
- Required Document

## Preferences Tab

- Graduation Date
- School Years
- Minimum GPA
- Major
- Applicant Package Preference

## Schools Tab

- School
- Posting/Expiration Date

## Preview Tab

## Save Tab

# Job Posting and Position Type

## Basics Tab

### Job Title

- Be Specific and include “Work-Study” in your job title

### Position Type

- “Job” for Off-Campus Work-Study Employers

### Employment Type

- Part-Time

### Duration

- Temporary/Seasonal
- You must indicate a Start Date and End Date (Use Work-Study Dates)

Answer Yes to “Is this a Work-Study job?”

# Job Posting

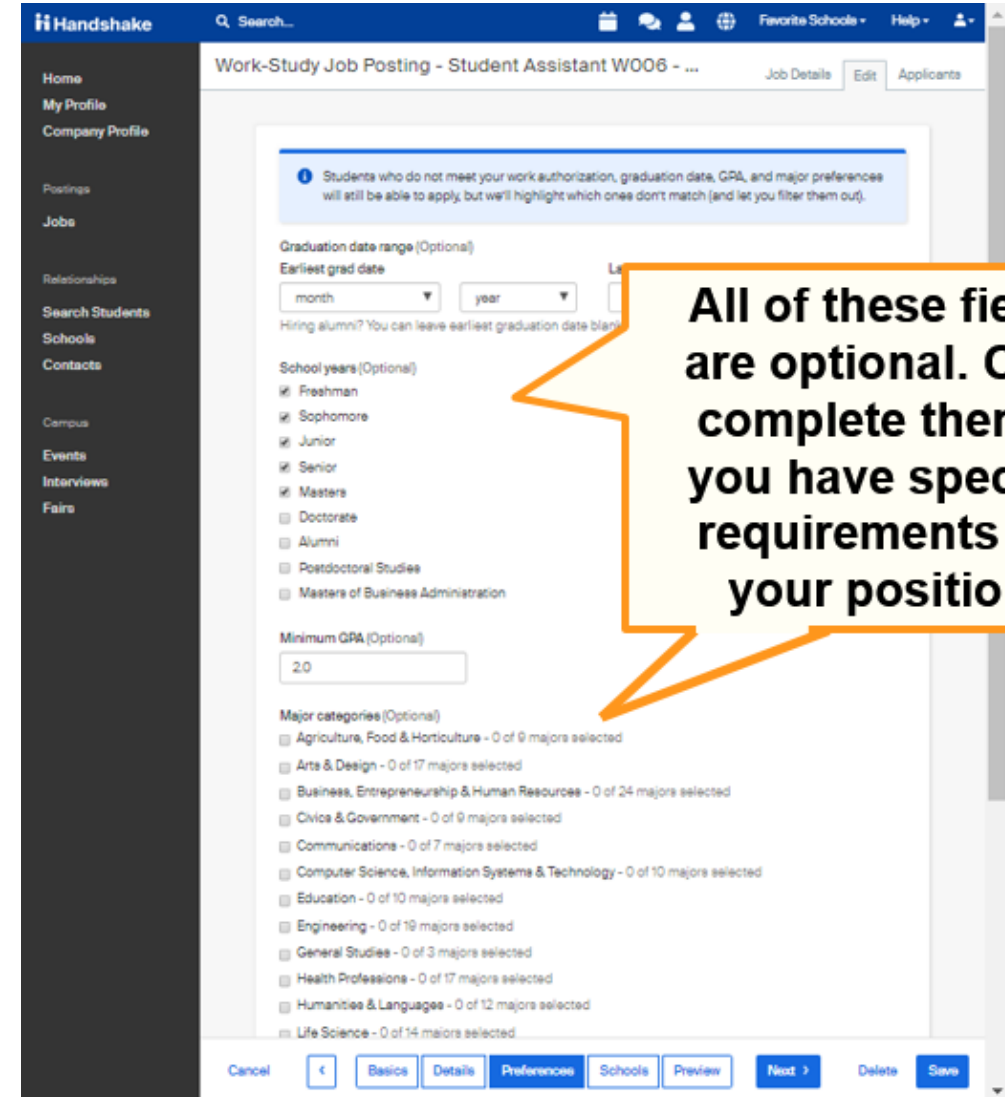
## Job Description:

- Job responsibilities
- Activities
- Qualifications
- Skills for this position
- Workdays and times
- Approximate hours per week
- Pay rate
- Career competencies gained by this position
- Required Documents – request student's Work-Study Verification Form

# Job Posting

## Preferences Tab

- Select these fields (Graduation, School Years, Minimum GPA, Major) if you have specific requirement for your position.
- You will receive all applicants that apply but those that don't match will be highlighted for you to filter out.



**Handshake** Search... Favorite Schools Help

Work-Study Job Posting - Student Assistant W006 - ... Job Details Edit Applicants

Students who do not meet your work authorization, graduation date, GPA, and major preferences will still be able to apply, but we'll highlight which ones don't match (and let you filter them out).

Graduation date range (Optional)  
Earliest grad date: month year  
Hiring alumni? You can leave earliest graduation date blank.

School years (Optional)  
☒ Freshman  
☒ Sophomore  
☒ Junior  
☒ Senior  
☒ Masters  
☐ Doctorate  
☐ Alumni  
☐ Postdoctoral Studies  
☐ Masters of Business Administration

Minimum GPA (Optional)  
2.0

Major categories (Optional)  
☐ Agriculture, Food & Horticulture - 0 of 9 majors selected  
☐ Arts & Design - 0 of 17 majors selected  
☐ Business, Entrepreneurship & Human Resources - 0 of 24 majors selected  
☐ Civic & Government - 0 of 9 majors selected  
☐ Communications - 0 of 7 majors selected  
☐ Computer Science, Information Systems & Technology - 0 of 10 majors selected  
☐ Education - 0 of 10 majors selected  
☐ Engineering - 0 of 19 majors selected  
☐ General Studies - 0 of 3 majors selected  
☐ Health Professions - 0 of 17 majors selected  
☐ Humanities & Languages - 0 of 12 majors selected  
☐ Life Science - 0 of 14 majors selected

Cancel < Basics Details Preferences Schools Preview Next > Delete Save

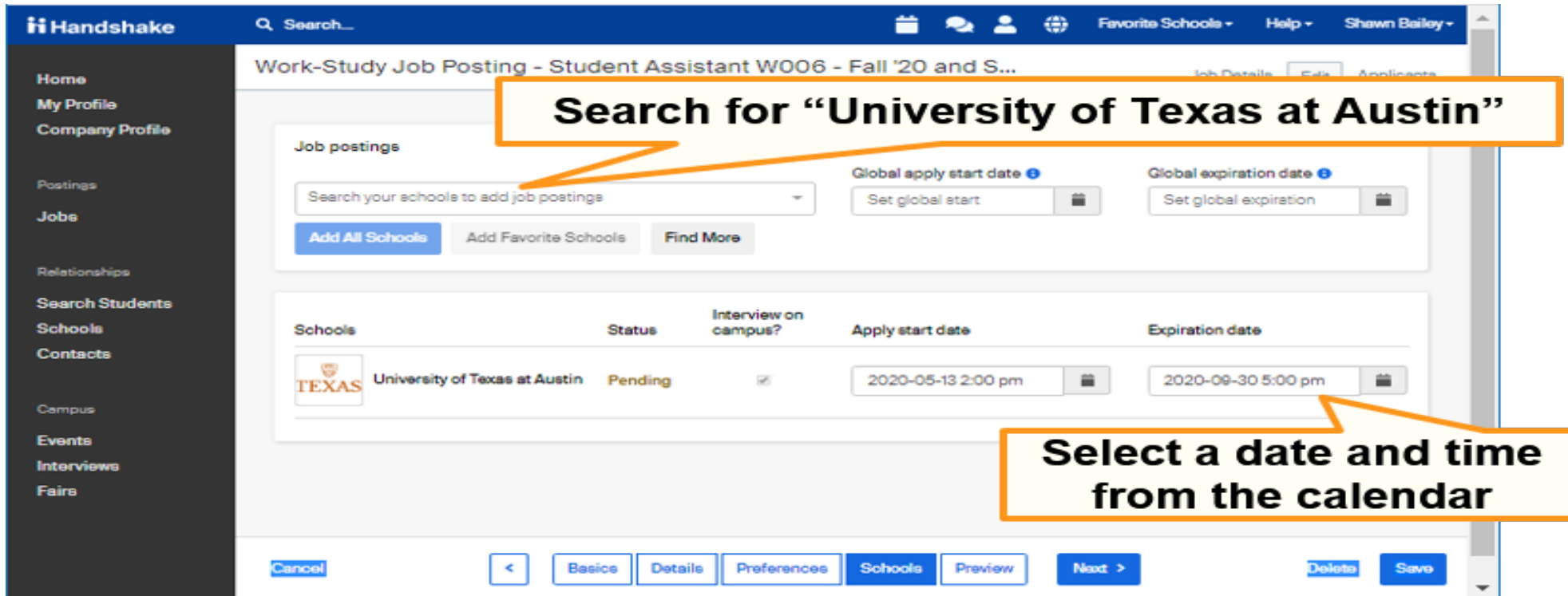
# Job Posting

## Preferences Tabs

- Applicant package recipients
  - To add additional people to receive applications.
- If you only want Work-study eligible applicants
  - Select “Only send applicants who match all preferences.”

# Job Posting

**Schools Tab – After selecting “University of Texas at Austin” and “Expiration date” and time, then “Save”**



**Handshake** Search... Favorite Schools - Help - Shawn Bailey -


Work-Study Job Posting - Student Assistant W006 - Fall '20 and S...

Job postings

Search your schools to add job postings

Add All Schools Add Favorite Schools Find More

Global apply start date Set global start Global expiration date Set global expiration

Schools	Status	Interview on campus?	Apply start date	Expiration date
 University of Texas at Austin	Pending	<input checked="" type="checkbox"/>	2020-05-13 2:00 pm	2020-09-30 5:00 pm

Cancel < Basics Details Preferences Schools Preview Next > Delete Save

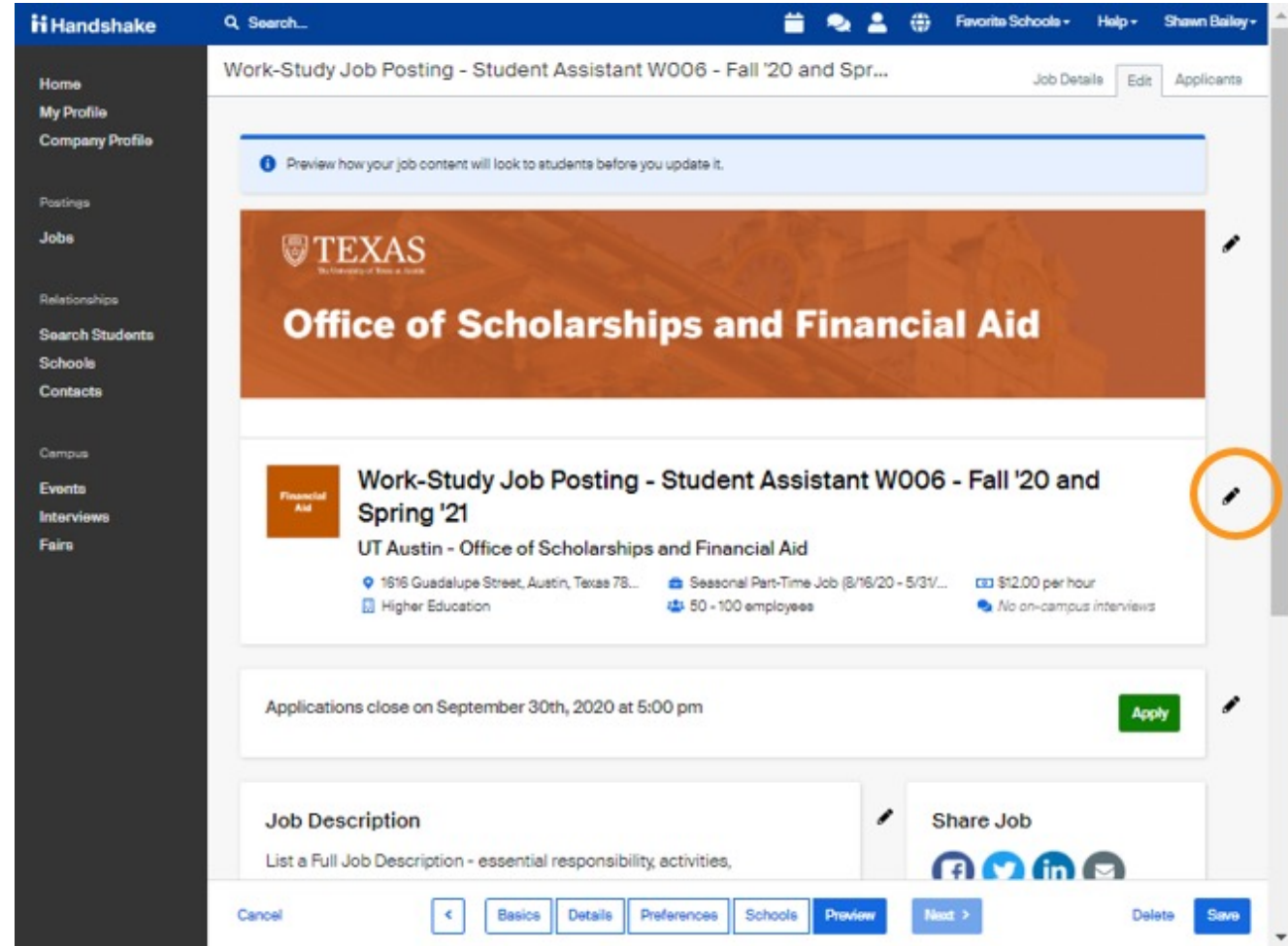
**Search for “University of Texas at Austin”**

**Select a date and time from the calendar**

# Job Postings

## Preview Tab

- Once you select “Save”, your job will be pending until HireUTexas Staff approve it.
- Click the pencil to edit any section.



The screenshot shows the Handshake interface for editing a job posting. The top navigation bar includes the Handshake logo, a search bar, and user options. The left sidebar lists navigation items: Home, My Profile, Company Profile, Postings, Jobs, Relationships, Search Students, Schools, Contacts, Campus, Events, Interviews, and Fairs. The main content area displays the job posting details for "Work-Study Job Posting - Student Assistant W006 - Fall '20 and Spr...". A blue banner at the top of the main content area reads "Preview how your job content will look to students before you update it." Below this is a large orange banner with the University of Texas logo and the text "Office of Scholarships and Financial Aid". The job title "Work-Study Job Posting - Student Assistant W006 - Fall '20 and Spring '21" is displayed, followed by the employer "UT Austin - Office of Scholarships and Financial Aid". Job details include the address "1616 Guadalupe Street, Austin, Texas 78...", the job type "Seasonal Part-Time Job (8/16/20 - 5/31/...)", the wage "\$12.00 per hour", and the number of employees "50 - 100 employees". A green "Apply" button is visible. The bottom section shows the "Job Description" field with the text "List a Full Job Description - essential responsibility activities," and a "Share Job" section with social media icons. The bottom navigation bar includes buttons for "Cancel", "Basics", "Details", "Preferences", "Schools", "Preview" (highlighted), "Next", "Delete", and "Save". A pencil icon is visible next to the "Preview" button.



# Job Posting Notes

- You must check "yes" to indicate the job is a Week-study job

# Job Posting Notes



You must check "yes" to indicate the job is a Work-study job



You must put "Work-Study" in the job title



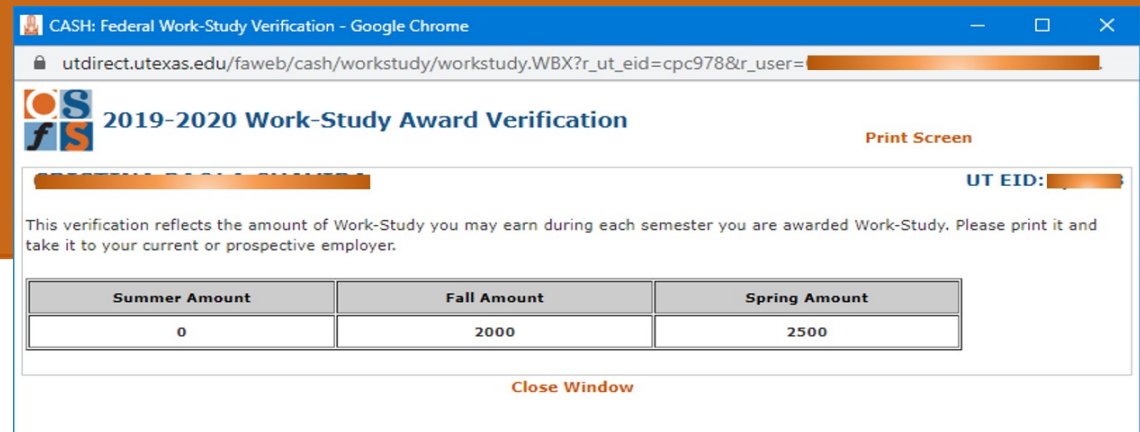
You don't have to create two separate postings if you want to hire both Work-Study and non-Work-Study employees



## Required Documents: request Work-Study Verification Form

UTDirect > CASH > Status/Requirements > Work-Study Verification

If the student does not submit their Work-Study Verification form, please ask the student about their eligibility.



Summer Amount	Fall Amount	Spring Amount
0	2000	2500

# HireUTexas – Common Questions & Issues

- **How to withdraw/archive/take my posting down?**

On the Job Posting page - click on the “Expire Job”

- **I can’t log in.**

If you have a log-in problem:

- Click on the “Forgot Password” link
- Still have an issue? Submit a Help ticket: <https://support.joinhandshake.com/hc/en-us>

- **How can I repost an archived position?**

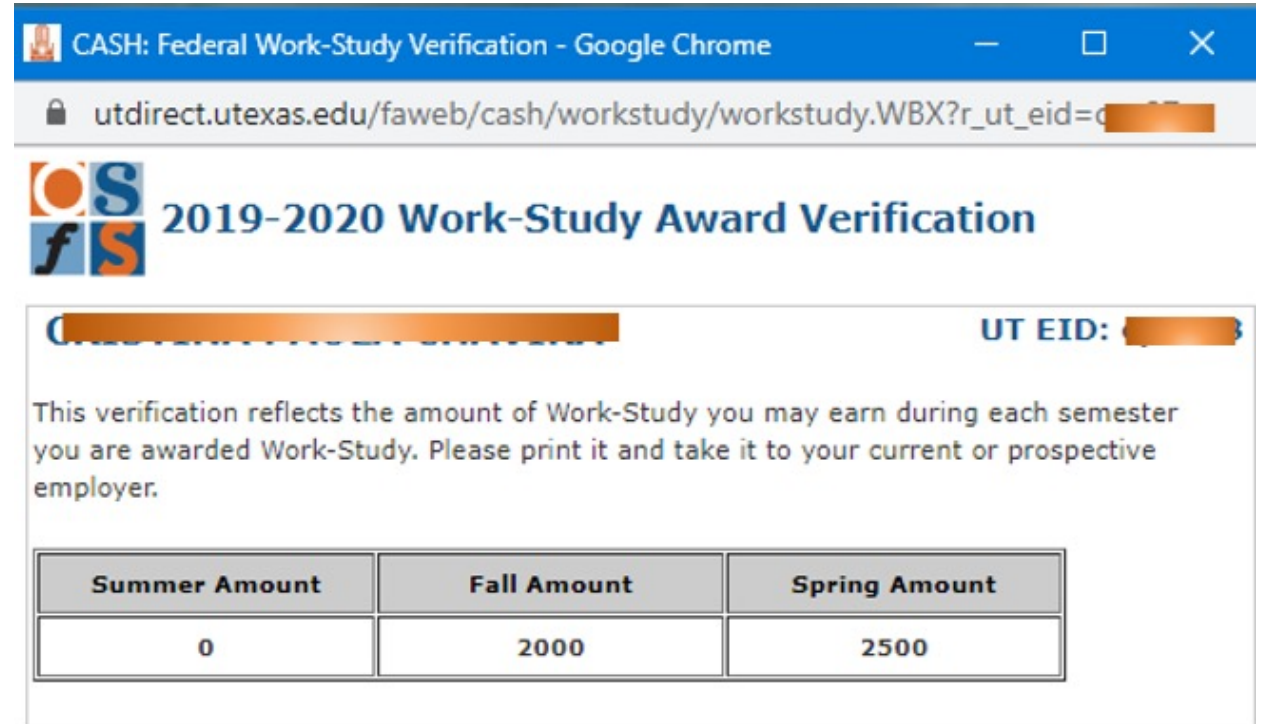
Find the Job under Expired Postings and click “Duplicate Job.”

- **Can I save the applications on HireUTexas?**

Yes. Applications are saved under expired postings

# Interview: Proof of Student Eligibility

- Student provides a Work-Study Verification Form to confirm the Work-Study Award amount
  - Online at UTDirect > Cash > Status/Requirements > Work-Study Verification
- Add as document requirement on HireUTexas
- Request each semester in case changes occur
- Track earnings



Summer Amount	Fall Amount	Spring Amount
0	2000	2500

[Close Window](#)

# Documentation

Forms can be found at: <https://finaid.utexas.edu/work-study/off-campus-employers/off-campus-employers-forms/>

- Sign-Up Sheets – before Work-study student employee starts working
- Reimbursement Request:
  - Billing Statements
    - Tutor Billing Statement
  - Timesheet
  - Paycheck Stub (employer provided)
  - Paycheck Receipt Form
- Student Employee Separation
- submit documents via email to [Incomin.atyitmjnp8c25g3j@u.box.com](mailto:Incomin.atyitmjnp8c25g3j@u.box.com)



# Sign-Up Sheet

- Must be submitted before a student starts working
- Must include the job description
- 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
  - If you submitted for Fall only but want to continue their employment thru Spring, you will need to submit a new Sign-Up Sheet for Spring

# 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 100% reimbursement based on each job description.
  - If a position is qualified to be reimbursed as a tutor (100%), you will be notified and asked to submit the Tutor Billing Statement

# Reimbursement Requests

Reimbursement Request must include:

- Billing Statements (70%) or Tutor Billing Statement (100%)
- Timesheet signed by student and supervisor
- Paycheck Stub (employer provided)
- Paycheck Receipt Form



# Reimbursement Requests

- Must be submitted within 10 days of paying the student employee
- Failure to submit documentation on time may result in suspension from participation in the Work-Study program.

# Billing Statement

- Two types of Billing Statements
  - Off-Campus Billing Statements are used for positions that are reimbursed at 70%
  - Off-Campus Tutor Billing Statements are used for approved Tutor positions that are reimbursed at 100%

# Billing Statement

- List the students alphabetically by last name
- Verify the UT EID is correct for each student
- Enter the total to be reimbursed 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

# Timesheet

- Agencies must submit the [UT Work-Study timesheet](#), not their internal timesheet
- Timesheets must include student employee and supervisor signatures
- 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
- All sections must be complete

# 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

This form does NOT need to be submitted if the paycheck stub clearly shows that payment was direct deposited

- This form must be given to the student employee to complete when they receive their check
- The amount on the check should be used
  - Not the gross pay amount
- <https://finaid.utexas.edu/wp-content/uploads/PaycheckReceiptForm.pdf>

# Student Employee Separation

Submit this form 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
- A Separation form is not need at the end of the Spring semester as all students separate at that time.

<https://finaid.utexas.edu/wp-content/uploads/OffCampusSeparationForm.pdf>

# Work-Study Employment Contact Info

Work-Study Email for Employers: [work.study@austin.utexas.edu](mailto:work.study@austin.utexas.edu)

HireUTexas – Handshake Employer Login:  
<https://app.joinhandshake.com/login>

Email for Students: [onestop@utexas.edu](mailto:onestop@utexas.edu)