Off-Campus Employer Work-Study Information Session
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

• The Work-Study Employment team will increase the Work-Study award if the student is eligible for an increase.
# Work-Study Dates

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<td>Fall: August 16&lt;sup&gt;th&lt;/sup&gt;-December 31st</td>
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Employer Information – Pre-Hire

• New employers must complete an Employer Initial Application
• Current employers must complete the Work-Study Employer Guidelines Yearly Agreement
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
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

For additional information email hireutexas@Austin.utexas.edu
HireUTexas Powered by Handshake

• Sign In –
• Enter your password and click “Sign 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 requirements for your position.

• You will receive all applicants that apply but those that don’t match will be highlighted for you to filter out.

All of these fields are optional. Only complete them if you have specific requirements for your position.
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”
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.
Job Posting Notes

• You must check "yes" to indicate the job is a Work-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.
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
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
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](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.

Work-Study Employment Contact Info

Work-Study Email for Employers:  work.study@austin.utexas.edu

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

Email for Students:  onestop@utexas.edu