

2021-2022



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

On-Campus Work-Study Employer Training



Work-Study
Explanation



Eligibility



Work-Study Policies



HireUTexas powered by
Handshake



Work-Study Job Posting
Requirements



Workday (Hire, Add Job,
or Change Job)



Timesheets and
Timeframes

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

- Hiring department must be affiliated with UT Austin
- Jobs must be for on-campus part-time paid work
- 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
 - The hiring Department is billed at 100%, then refunded 70%, so is only responsible for covering 30% of wages
- 100% of wages are paid by Work-Study funds for approved tutor positions

Work-Study Policies



Employers must:

- Make sure students complete time sheets for hours worked each week.
 - Time sheets must be submitted and approved according to Payroll deadlines
 - Students must be paid at least monthly
- Failure to pay students on time results in Retro Pay and may cause hiring department to lose reimbursement of the federal or state Work-Study share.
- Provide supervision which includes checking and tracking time, and employee education/training

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

HireUTexas Job Posting Dates	
Summer	May 2 nd
Fall	July 2 nd
Spring	Nov. 2 nd
Year	May 2 nd
Fall/Spring	Aug. 2 nd

Work-Study Employment Dates	
Summer	June 1 st – Aug. 15 th
Fall	Aug. 16 th – Dec. 31 st
Spring	Jan. 1 st – May 31 st
Year	June 1 st – May 31 st
Fall/Spring	Aug. 16 th – May 31 st

Work-Study Hire By Dates	
Work-Study Awards Removed	
Summer	Aug 1 st
Fall	Dec. 1 st
Spring	May 1 st

HireUTexas Powered by Handshake



Powered by



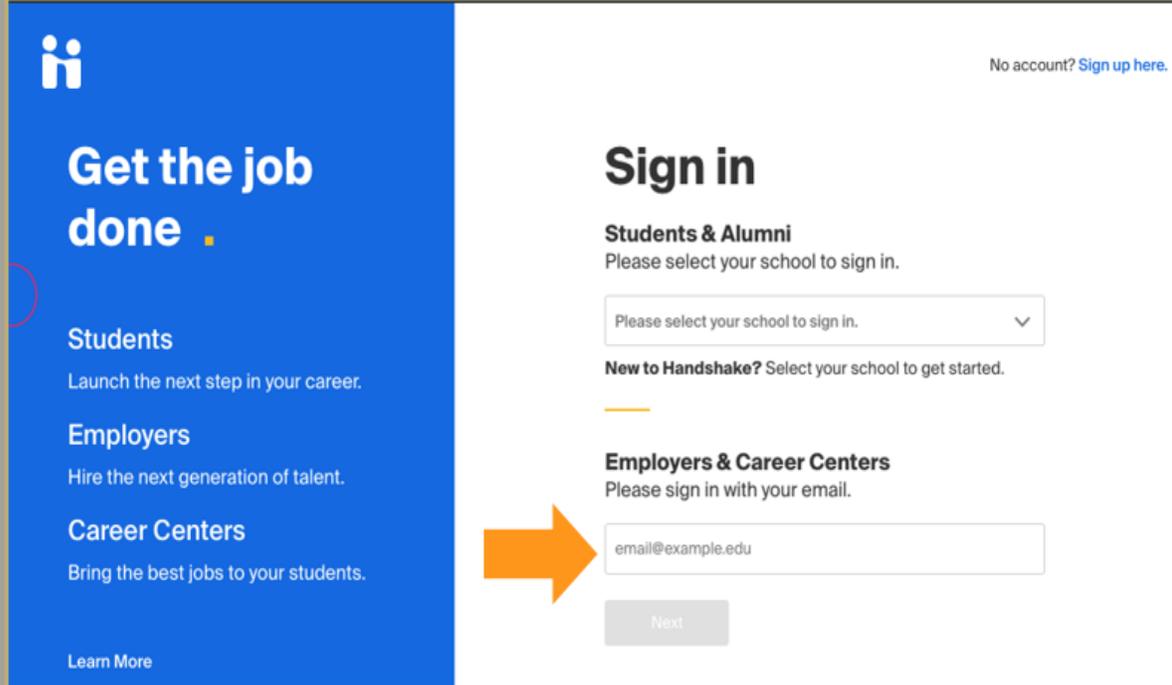
During the Summer of 2020, UT Austin switched from Hire-A-Longhorn (HAL) to **HireUTexas** powered by Handshake as the part-time job bank.



For information about claiming your account email hireutexas@Austin.utexas.edu

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

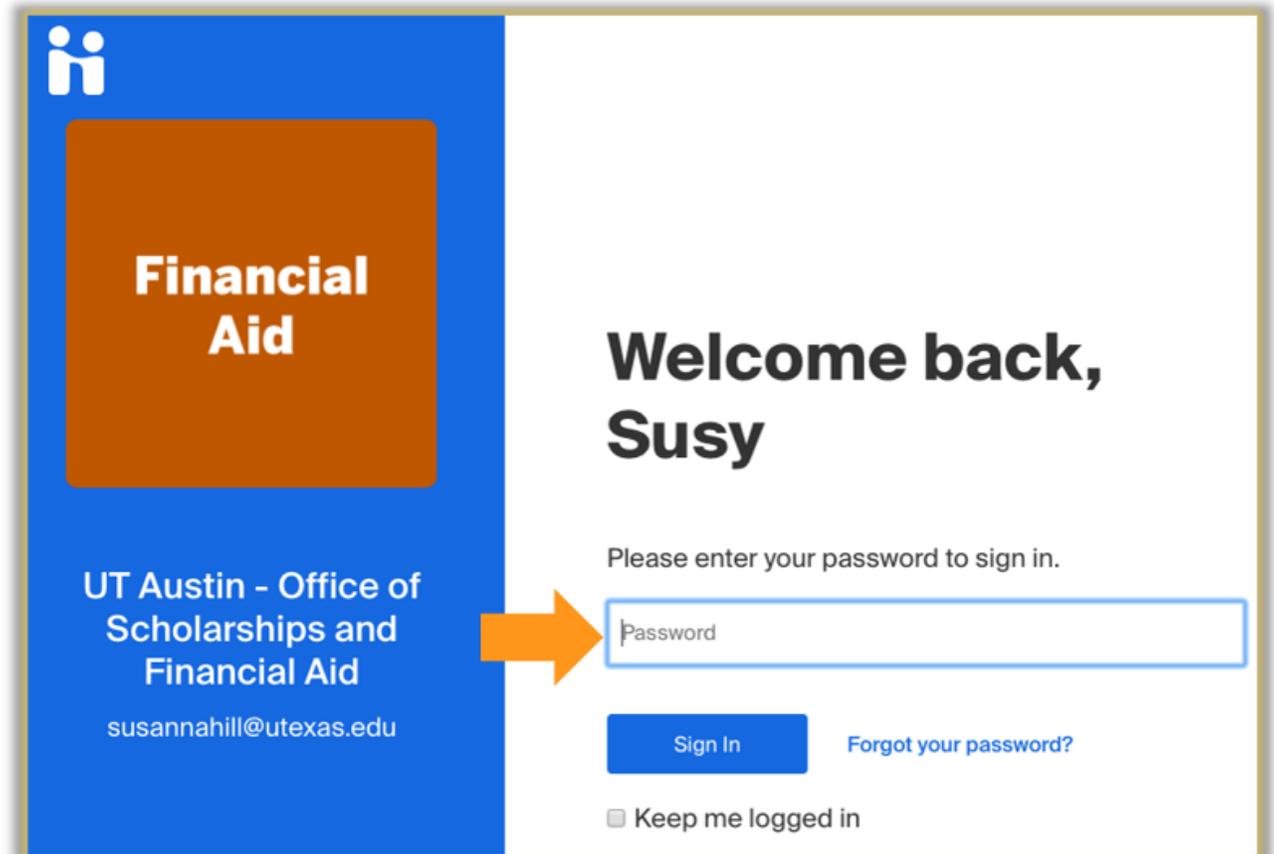


The screenshot shows the HireUTexas Handshake main page. On the left, a blue sidebar contains the Handshake logo and the text "Get the job done". Below this, there are three categories: "Students" (Launch the next step in your career.), "Employers" (Hire the next generation of talent.), and "Career Centers" (Bring the best jobs to your students.). A "Learn More" link is at the bottom of the sidebar. On the right, the "Sign in" section is visible. It includes a link for "No account? Sign up here." and a section for "Students & Alumni" with a dropdown menu for selecting a school. Below that is a section for "Employers & Career Centers" with a text input field for an email address (example: email@example.edu) and a "Next" button. An orange arrow points from the "Employers & Career Centers" section in the sidebar to the email input field in the sign-in form.

For additional information email 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.

[Forgot your password?](#)

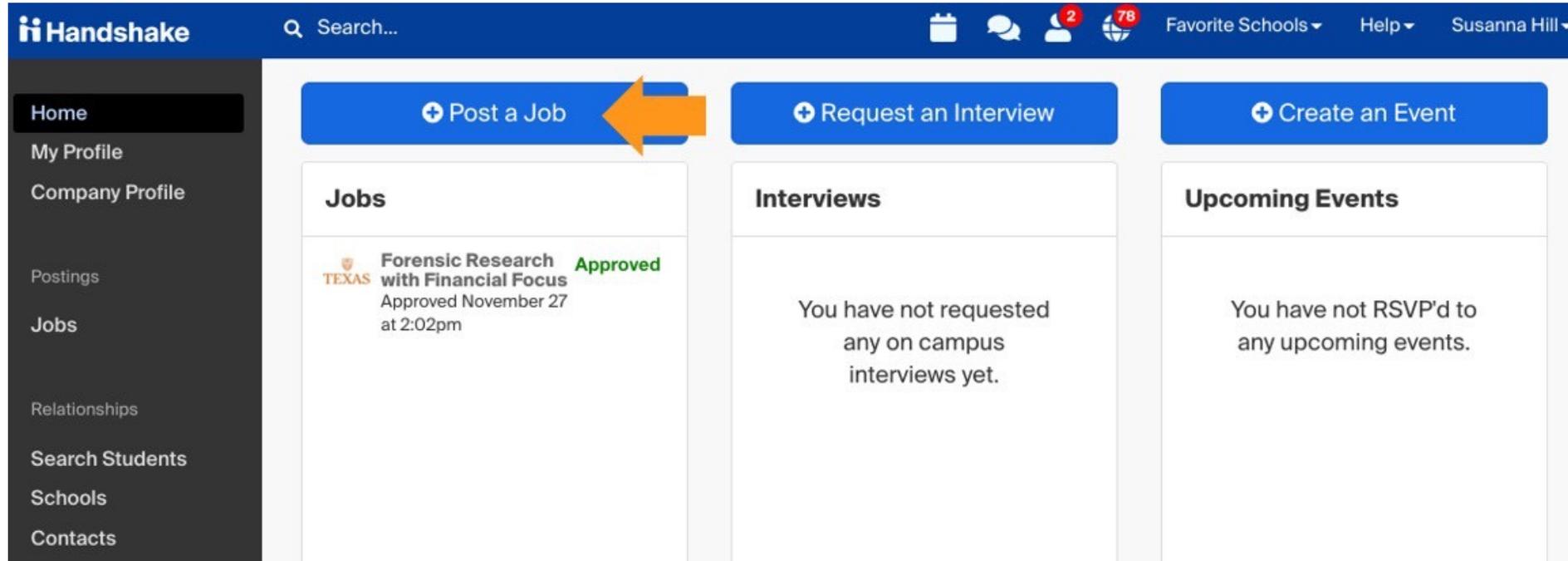
Keep me logged in

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

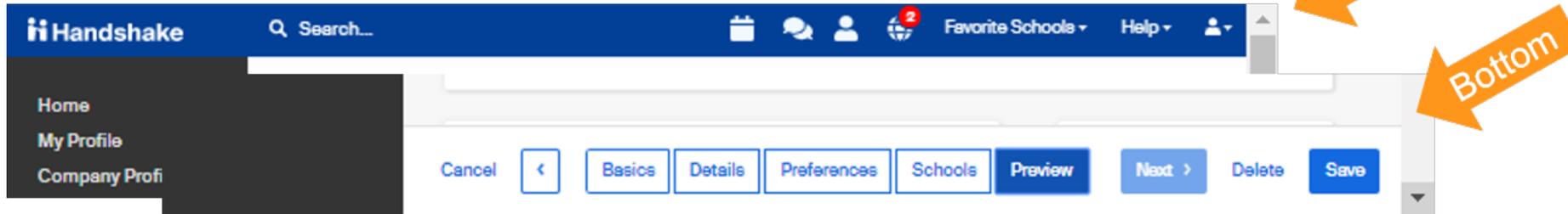
Jobs Page



The screenshot shows the Handshake interface. At the top, there is a blue navigation bar with the Handshake logo, a search bar, and several utility icons (calendar, chat, notifications with a '2' badge, and a globe with a '78' badge). Below the navigation bar is a dark grey sidebar with menu items: Home, My Profile, Company Profile, Postings, Jobs, Relationships, Search Students, Schools, and Contacts. The main content area is divided into three columns. The first column has a blue button labeled 'Post a Job' with a plus icon, which is highlighted by a large orange arrow. Below this button is a 'Jobs' section containing a single job listing: 'Forensic Research with Financial Focus' with a 'TEXAS' logo, a green 'Approved' status, and the text 'Approved November 27 at 2:02pm'. The second column has a blue button labeled 'Request an Interview' with a plus icon, and below it is an 'Interviews' section with the text 'You have not requested any on campus interviews yet.' The third column has a blue button labeled 'Create an Event' with a plus icon, and below it is an 'Upcoming Events' section with the text 'You have not RSVP'd to any upcoming events.'

- 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

- **“On-Campus Student Employment”** for On-Campus Employers

Employment Type

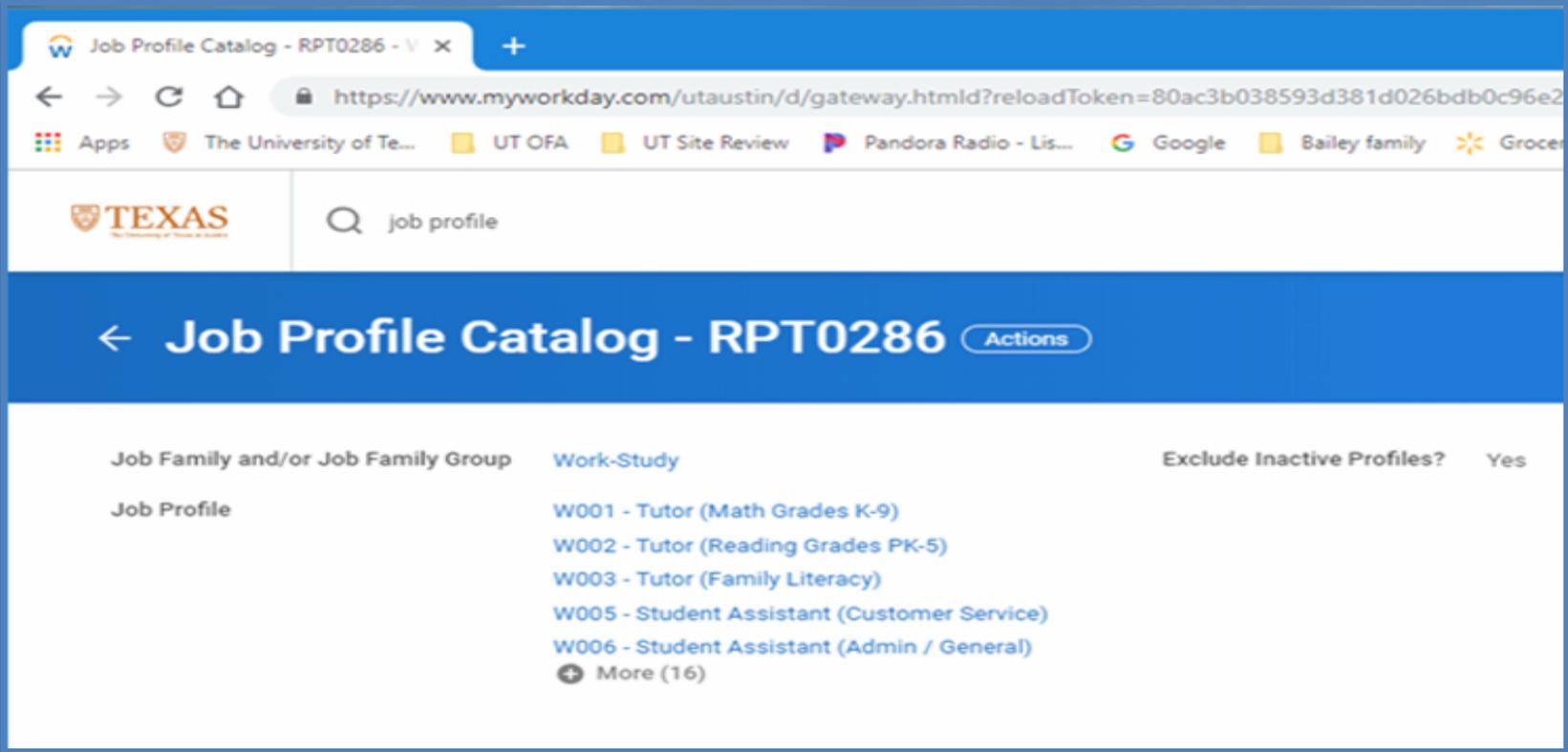
- Part-Time

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 Title – Workday Job Profile Catalog



The screenshot shows a web browser window displaying the Workday Job Profile Catalog report (RPT0286). The browser address bar shows the URL: <https://www.myworkday.com/utaustin/d/gateway.html?reloadToken=80ac3b038593d381d026bdb0c96e2>. The page header includes the University of Texas logo and a search bar with the text "job profile". The main content area is titled "Job Profile Catalog - RPT0286" and features a table with the following data:

Job Family and/or Job Family Group	Work-Study	Exclude Inactive Profiles?	Yes
Job Profile	W001 - Tutor (Math Grades K-9) W002 - Tutor (Reading Grades PK-5) W003 - Tutor (Family Literacy) W005 - Student Assistant (Customer Service) W006 - Student Assistant (Admin / General) More (16)		

Review job types and attributes through the Job Profile Catalog Report in Workday (RPT0286)

Post your position in Handshake

Job Titles

- **Should be a professional title**
ex. Student Associate (Admin/General)
- **Include Work-Study and Job Profile**
ex. Student Associate (Admin/General) W006 Work-Study
- **Can indicate specific location or shift**
ex. Assistant at Pickle Lab or Evening Student Assistant
- **May not be an advertisement line**
ex. Looking for... or Awesome staff

Job Posting

Details Tab -

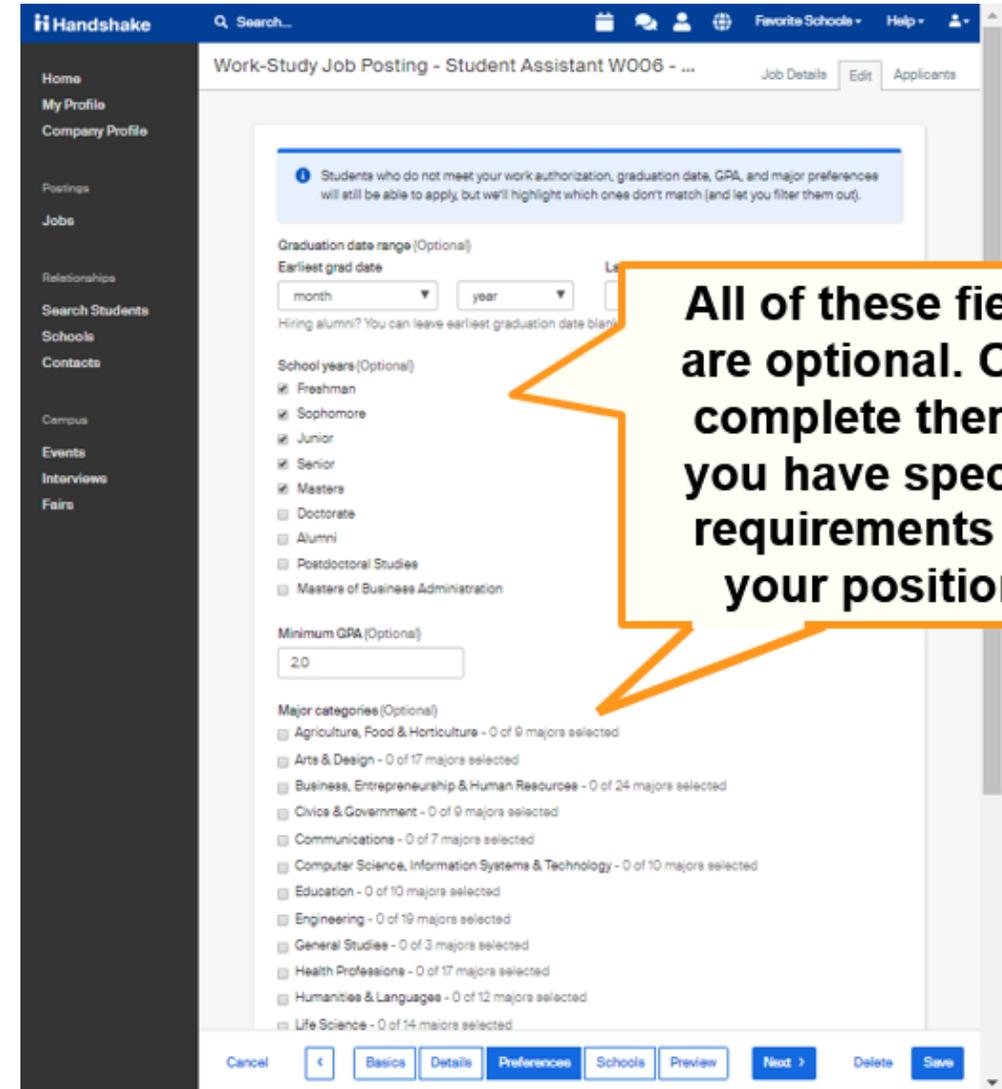
Job Description:

- 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.



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

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

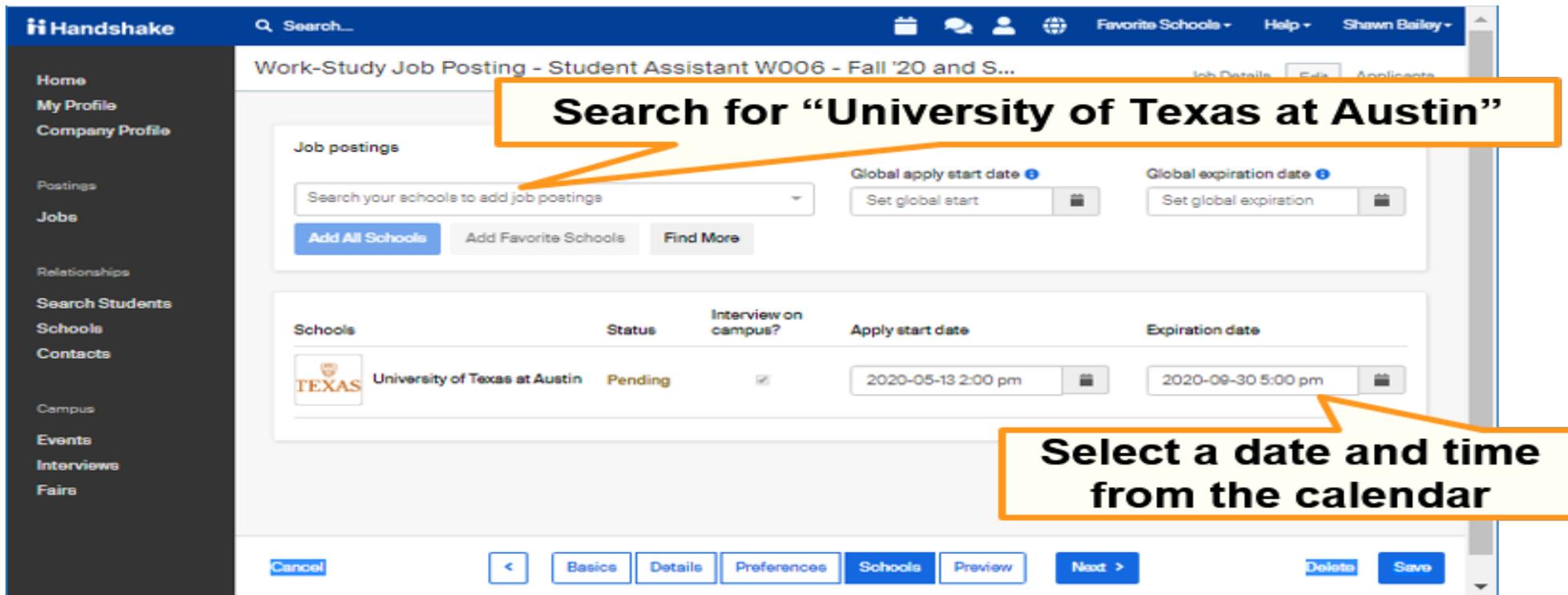
Job Posting

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”



Search for “University of Texas at Austin”

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

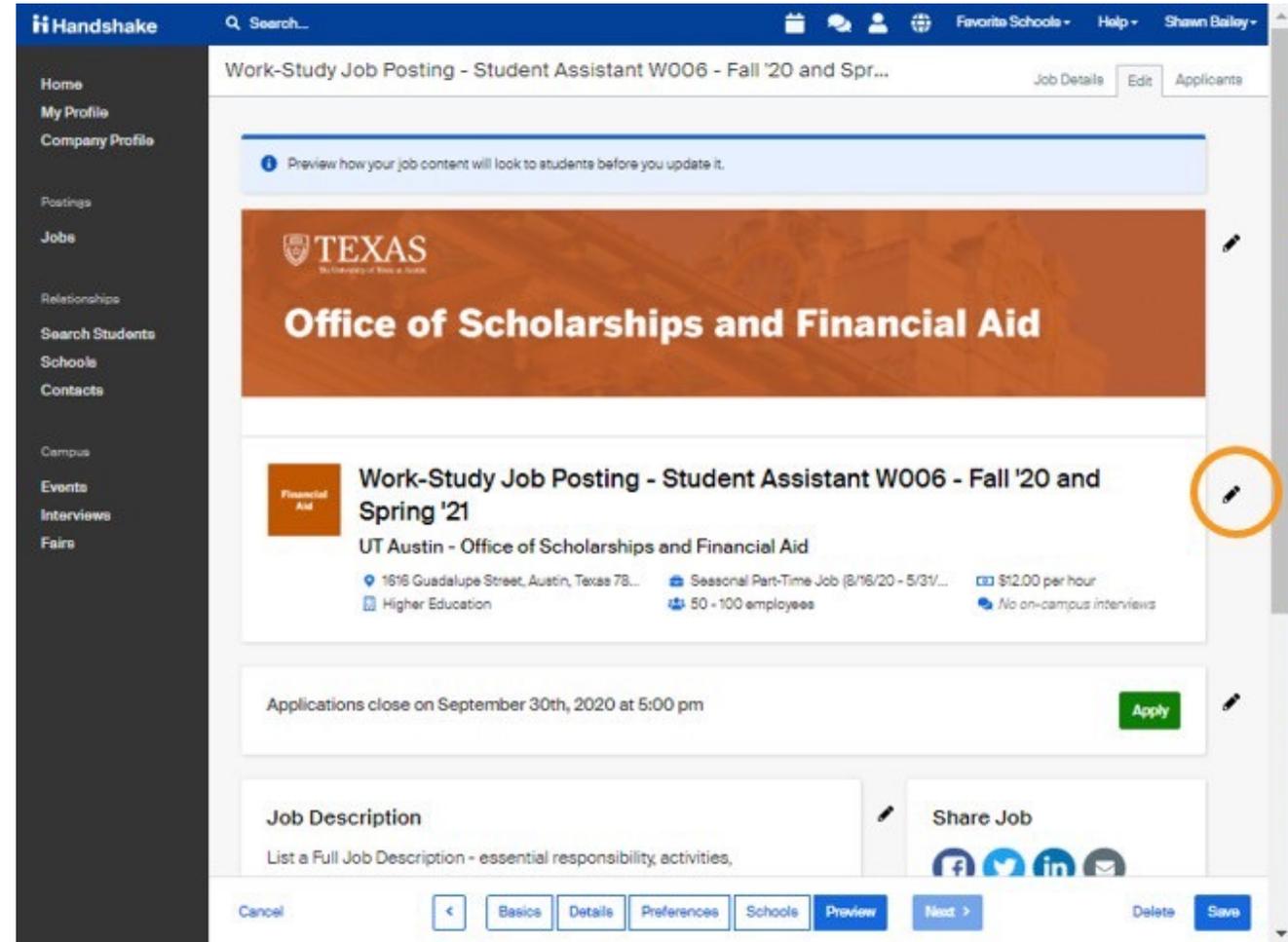
Select a date and time from the calendar

Cancel < Basics Details Preferences Schools Preview Next > Delete 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.



The screenshot shows the Handshake interface for editing a job posting. The top navigation bar includes the Handshake logo, a search bar, and user information (Shawn Bailey). The main content area is titled "Work-Study Job Posting - Student Assistant W006 - Fall '20 and Spr...". A sidebar on the left lists navigation options: Home, My Profile, Company Profile, Postings, Jobs, Relationships, Search Students, Schools, Contacts, Campus, Events, Interviews, and Fairs. The main content area features a preview of the job posting, including the University of Texas logo, the title "Office of Scholarships and Financial Aid", and the job details: "Work-Study Job Posting - Student Assistant W006 - Fall '20 and Spring '21", "UT Austin - Office of Scholarships and Financial Aid", "1616 Guadalupe Street, Austin, Texas 78...", "Seasonal Part-Time Job (8/16/20 - 5/31/...)", "\$12.00 per hour", "Higher Education", "50 - 100 employees", and "No on-campus interviews". A green "Apply" button is visible. The bottom navigation bar includes "Cancel", "Basics", "Details", "Preferences", "Schools", "Preview" (highlighted), "Next", "Delete", and "Save". A pencil icon is circled in orange on the right side of the job listing, indicating the edit function.

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



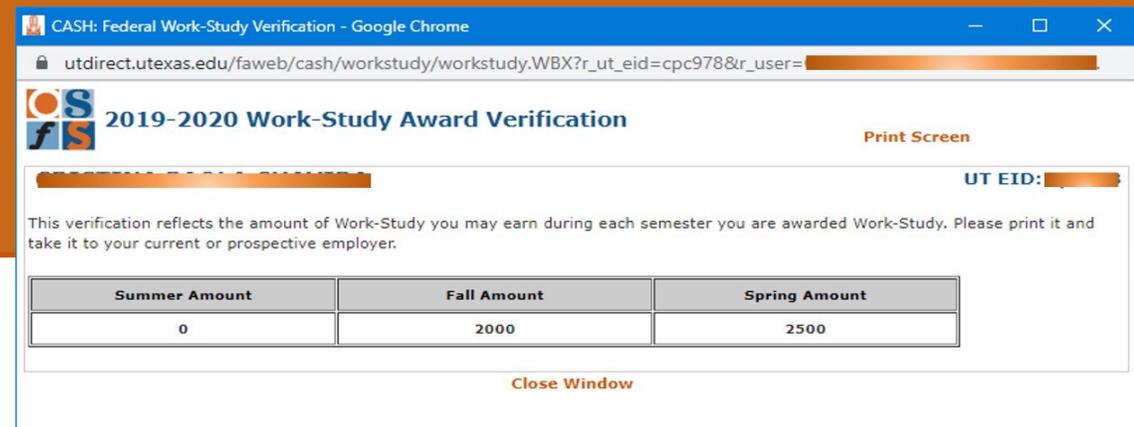
You don't have to create two separate postings if you want to hire both Work-Study and non-Work-Study employees



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?**

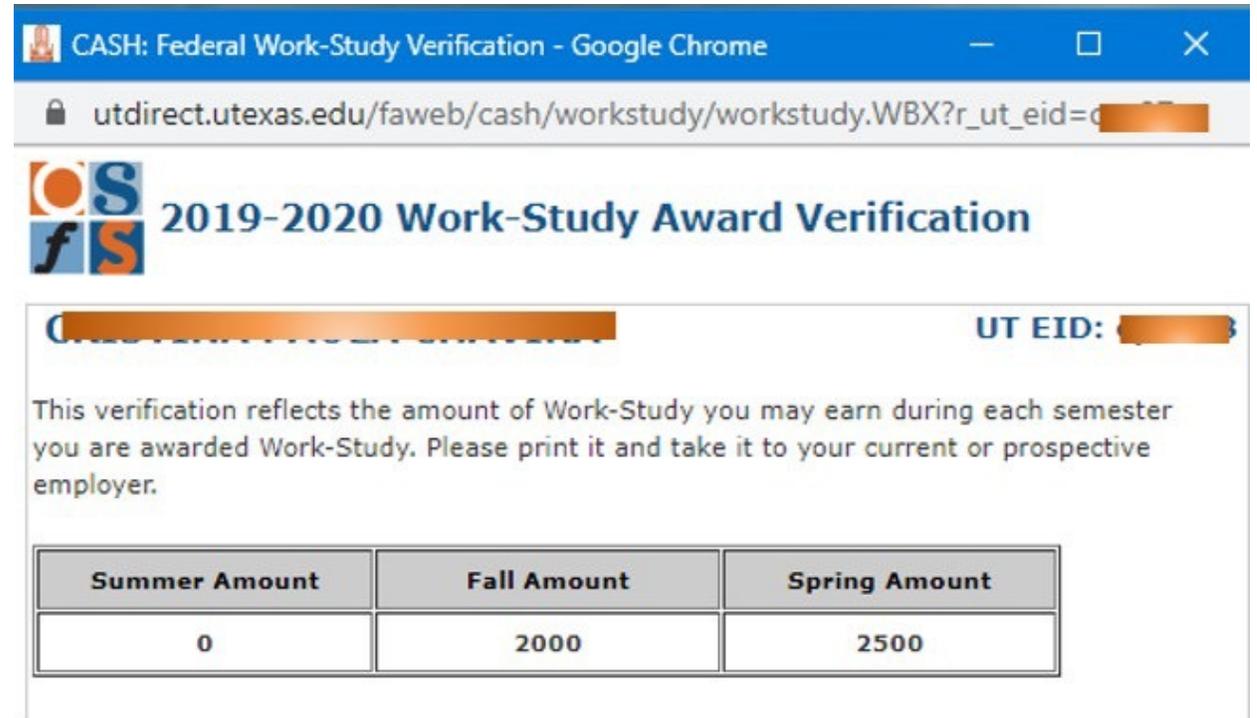
Find the Job under Expired Postings and click “Duplicate Job.”

- **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
- Provide Copy to HR Partner



CASH: Federal Work-Study Verification - Google Chrome

utdirect.utexas.edu/faweb/cash/workstudy/workstudy.WBX?r_ut_eid=...

OS 2019-2020 Work-Study Award Verification

[redacted] UT EID: [redacted]

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.

Summer Amount	Fall Amount	Spring Amount
0	2000	2500

Close Window

Workday Procedures



- Hire Business Process (BP) - no more than 4 weeks prior to start date
- Hire, Add Job, or Change Job BP must be final approved prior to starting job
- No Retro Pay for prior pay period
- Timesheet Submit/Approval 15th and last day of the month and every Friday

Community Service Questionnaire

“A university is not considered a community for the purposes of the Work-Study community service requirements.”

On-Campus Jobs can be community service if the service is open, accessible, as well as publicized to and used by the community; improves quality of life or solves a problem related to community residents.

Research isn't Community Service unless it is open, accessible as well as publicized to and used by the community.

Examples of Community Service

- Health care, childcare (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
- 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
- Support services for students with disabilities **(including students with disabilities who are enrolled at the school)**

Workday Timesheets



- Time must be submitted and final approved by employees, managers and timekeepers for hourly workers by 5:00 PM on the prescribed deadline in the Semi-Monthly Payroll Calendar.
- Deadlines can be found on the Payroll Services site = <https://payroll.utexas.edu/paydays-and-deadlines/semi-monthly-payroll-calendar>
- Work-Study Employee should enter and submit time at least every Friday, 15th and last day of the month.
- Failure to pay students at least monthly can result in loss of Work-Study Funding for your department.

No retroactive hires, add jobs, or change jobs

- Work-Study funds may not be used to pay hours worked during a prior pay period before the Work-Study position is final approved.
- Work-Study employees should not begin working until the hire process is completed in Workday.
- Work-Study approvals are now the last step in the hiring process

Costing Allocation reminder

- Only the Work-Study team should enter the Work-Study costing allocation at the Worker-Position-Earning level in Workday
 - Employers add their costing at the Worker-Position level in Workday
- Do not use Work-Study account numbers when adding a costing allocation.
 - You should use your departmental accounts.
 - Work-Study team will add the Work-Study account number at the end of the hire process.

Work-Study Employment Contact Info

Work-Study Email for Employers

Email for Employers

work.study@austin.utexas.edu

Email for Students

onestop@utexas.edu

Work-Study Employment Websites

Work-Study General Info.

<https://finaid.utexas.edu/work-study/>

HireUTexas - Handshake Employer login

<https://app.joinhandshake.com/>

Work-Study Resources

<https://finaid.utexas.edu/work-study/on-campus-employers/>

Student Employment Resources

HR Student Employment

Student Employment Page

<https://hr.utexas.edu/student>

Supervisor Checklist

<https://hr.utexas.edu/student/supervisor-checklist-hiring-student-employee>

Student Employee Checklist

<https://hr.utexas.edu/student/new-student-employee-checklist>

Student Employee Compensation

<https://hr.utexas.edu/student/student-employee-compensation>

**Student Employee Excellence
Development (SEED)**

<http://sites.utexas.edu/seed/>

Resources

Human Resources

HRSC@austin.utexas.edu

Need Help? <https://hr.utexas.edu/contact/need-help>

Timesheets: <https://hr.utexas.edu/manager/timekeeping/timesheets>

I-9: <https://hr.utexas.edu/manager/hiring/i9-verify-checklist>

Background checks: http://www.utexas.edu/hr/manager/hiring/background_check.html

Workday

askUS@austin.utexas.edu

512-471-8802 <https://workday.utexas.edu>

Training: <https://workday.utexas.edu/resources/training/all>

SE Training & WIGs: <https://workday.utexas.edu/resources/training/student-employment>

Payroll Services

payroll@Austin.utexas.edu

512-471-5271 <https://payroll.utexas.edu>

Payroll Deadlines: <https://payroll.utexas.edu/paydays-and-deadlines>