On-Campus Employer Work-Study Information Session at UT 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.
How is Work-Study Funded?

- UT Austin receives approximately $2 Million from the Federal government and $200K from State each academic year.
- This money allows the University to reimburse departments for a portion 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** submit FAFSA by priority deadline every year (March 15) and request Work-Study
- **Show** financial need
- **Be Awarded** work-study on their financial aid notification (FAN)
- **Accept** Work-Study and submit FAN
How Students Maintain Eligibility

- **Maintain** Satisfactory Academic Progress
- **Be Registered** for at least 6 hours
- **Find a job** and earn at least 80% of their total Work-Study award for the academic year
Work-Study Award Revisions

Work-Study 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.
• Student Request ↑ or ↓
• Students are notified of changes to the work-study award.
• OFA contacts employers as a courtesy
Deadline and Cancellation

• HRMS assignments must be final approved by the 4th week of class
• Awards may be cancelled for students who do not have an active assignment prior to the deadline. Cancellation of Fall semester’s Work-Study does not cancel Spring.
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 WS Job at the same time
• Supervised

Students cannot work:
• During their scheduled class time
• More than 8 hours in a 24 hour period or 19 hours per week
Work-Study Policies

Work-Study Awards 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 in any 24 hour period or 19 hours per week

- Benefits such as paid sick leave, holiday pay, or days absent due to inclement weather (FWS Regulation 34 CFR 675.26)
- 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 Student Employment policies please visit:
https://hr.utexas.edu/student
Hiring a Work-Study

• Employment Dates
• Hire-a-longhorn Job Bank
• Work-Study Verification
Employment Dates

Fall: September 1 – December 31
Spring: January 1 – May 15
Summer: June 1 – August 31 (with WS Approval)
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 Summer - May 1  
    Fall - July 1
  • Spring - November 1

• Attend the Work-Study Job Fair in Fall (end of Aug/ 1\textsuperscript{st} of Sept)

• Non-Preferred Option
  • Post job announcements on bulletin boards around your offices and around campus
  • Wait until they find you
**Work-Study Verification**

- 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
Main Page
Select the “Employer” Button when asked “what type of user you are?”
Login Page

- Select “Sign Up” to submit your information or “Sign Up And Post Local Job” to complete both steps at once.
- This is where you will login once your registration has been approved.
Home Page

- Shortcuts for most used content can be seen on the right.
- Important updates 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.
- You can create a new job post by clicking on “Post a Job”. 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: [https://hr.utexas.edu/student/supervisor-checklist-hiring-student-employee](https://hr.utexas.edu/student/supervisor-checklist-hiring-student-employee)
New Hire Documents - Students

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

A detailed checklist for students can be found at: https://hr.utexas.edu/student/supervisor-checklist-hiring-student-employee
## New Hire Documents - Students

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job Code</th>
<th>Pay Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Assistant</td>
<td>0074</td>
<td>$7.26 - $13.00</td>
</tr>
<tr>
<td>Student Associate</td>
<td>0075</td>
<td>$7.75 - $15.50</td>
</tr>
<tr>
<td>Senior Student Associate</td>
<td>0076</td>
<td>$9.00 - $18.50</td>
</tr>
<tr>
<td>Student Technician</td>
<td>0077</td>
<td>$10.00 - $23.00</td>
</tr>
</tbody>
</table>

For more information on pay ranges for student titles please visit: [https://hr.utexas.edu/student/student-employee-compensation](https://hr.utexas.edu/student/student-employee-compensation)
## Academic Student Titles

For more information on pay ranges for student titles please visit: [https://hr.utexas.edu/student/student-employee-compensation](https://hr.utexas.edu/student/student-employee-compensation)

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job Code</th>
<th>Pay Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tutor (Graduate)</td>
<td>0064</td>
<td>$11.57 - $21.00</td>
</tr>
<tr>
<td>Academic Assistant (Graduate)</td>
<td>0065</td>
<td>$13.00 - $24.00</td>
</tr>
<tr>
<td>Tutor (Undergraduate)</td>
<td>0066</td>
<td>$9.89 - $17.10</td>
</tr>
<tr>
<td>Assistant (Undergraduate)</td>
<td>0070</td>
<td>$8.38 - $17.00 (class rank)</td>
</tr>
<tr>
<td>Assistant (Graduate)</td>
<td>0071</td>
<td>$11.27 - $27.50</td>
</tr>
<tr>
<td>Research Assistant (Undergraduate)</td>
<td>0095</td>
<td>$8.38 - $21.50 (class rank)</td>
</tr>
</tbody>
</table>
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. Note: 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://finaid.utexas.edu/forms/work/HAWS160.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
Creating the Assignment

Browse Positions

Campus: UT Austin

List Positions for Unit: [field] Go

Return all units reporting to this unit code

Unit Code
Assign Work-Study

• 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
To assign students to this position without viewing the list, skip directly to Step 3.

Step 1: To reassign students previously assigned to this position, enter a "View as of" date or date range during which they were assigned and press Go. A list of these students will be displayed.

Step 2: In the Reassign column, click the box next to the student(s) that are to be reassigned.

Step 3. Click on Assign Work Study or Assign, depending on whether all students on the document will be Work-Study or not.

Incumbent List for Student Associate (1101XD)
Assignment Dates

• 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.
Assignment to Position 1101XD

Required Information:
Creator Desk: FAWS-APPRL

Default Attributes:
Begin Date: 
End Date: 
Hours per Week: 

Create Assign Document
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
Assign Pooled Work Study Incumbent

Document ID: 10JQF999658
Document Status: CREATED
Creator: Amy E Price (512)475-6246
Created: 04/04/2014
Summary: Assign pooled incumbent 1101XD
Position ID: 1101XD
Job Title (code): Call Center FWS (1101XD)
Pay Type: Hourly
Max. Assignments Allowed: 30
(0 Notes)

View Position Details for Position ID 1101XD

UT Austin Pay Range Information for Job Code 0075: $ 7.68 - $ 13.01

Add Incumbents to Pool

<table>
<thead>
<tr>
<th>Assign ID</th>
<th>Name (EID)</th>
<th>Beg Date</th>
<th>End Date</th>
<th>Hours Per Week</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD</td>
<td></td>
<td>03/01/2014</td>
<td>05/13/2014</td>
<td>19.000 (47.500)</td>
<td>TBD</td>
</tr>
</tbody>
</table>
Job Information

• The HAWS Job ID needs to be **accurate** and **detailed**. The Work-Study Office will return the document if more details are needed.

• In order to designate a position as “Community Service”, a detailed description of how the job will be of service to the community is required.

• “Work-Study Limit” will auto-populate with the student’s award amount.
## Mass Assign Document: Work-Study

### Assign Pooled Work Study Incumbent

<table>
<thead>
<tr>
<th>Document ID: 10JQF999660</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Status: CREATED</td>
</tr>
<tr>
<td>Creator: Amy E Price (512)475-6246</td>
</tr>
<tr>
<td>Created: 04/02/2014</td>
</tr>
<tr>
<td>Summary: Assign pooled incumbent 1101XD</td>
</tr>
<tr>
<td>Position ID: 1101XD</td>
</tr>
<tr>
<td>Job Title (code): Call Center FWS (1101XD)</td>
</tr>
<tr>
<td>Pay Type: Hourly</td>
</tr>
<tr>
<td>Max. Assignments Allowed: 30</td>
</tr>
<tr>
<td>Notes</td>
</tr>
</tbody>
</table>

### View Position Details for Position ID 1101XD

<table>
<thead>
<tr>
<th>Assign ID</th>
<th>Name (EID)</th>
<th>HAWS Job ID</th>
<th>Work-Study Contact (EID)</th>
<th>Work-Study Code</th>
<th>Work-Study Limit</th>
</tr>
</thead>
</table>

- **Reset**
- **Save & Verify**
- **Save & Continue**
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.
Assign Pooled Work Study Incumbent

Document ID: 10JQP999660
Document Status: CREATED
Creator: Amy E Price (512)475-6246
Created: 04/02/2014
Summary: Assign pooled incumbent 1101XD
Position ID: 1101XD
Job Title (code): Call Center FWS (1101XD)
Pay Type: Hourly
Max. Assignments Allowed: 30

View Position Details for Position ID 1101XD

Document Notes
[none entered]

You may take an action on this document.

Approve Document
Verify Document
Select an Action
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.
Student Timesheet Access

• 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
Policy Reminders

• The department will receive a Policy Reminder when a student:
  • Worked more than 8 hours in a 24 hour period
  • 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
Separations

• 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
<table>
<thead>
<tr>
<th>Resources</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Human Resources</strong></td>
<td></td>
</tr>
<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>
</tr>
<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>
</tr>
<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>
</tr>
<tr>
<td>Background checks:</td>
<td><a href="http://www.utexas.edu/hr/manager/hiring/background_check.html">http://www.utexas.edu/hr/manager/hiring/background_check.html</a></td>
</tr>
<tr>
<td><strong>HRMS</strong></td>
<td></td>
</tr>
<tr>
<td>512-471-8802</td>
<td><a href="https://utdirect.utexas.edu/hrms/home.WBX">https://utdirect.utexas.edu/hrms/home.WBX</a></td>
</tr>
<tr>
<td>Training:</td>
<td><a href="https://financials.utexas.edu/resources/training-resources/hrms">https://financials.utexas.edu/resources/training-resources/hrms</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://hrmshelp.hr.utexas.edu/">http://hrmshelp.hr.utexas.edu/</a></td>
</tr>
<tr>
<td><strong>Payroll</strong></td>
<td></td>
</tr>
<tr>
<td>512-471-5271</td>
<td><a href="http://www.utexas.edu/payroll">http://www.utexas.edu/payroll</a></td>
</tr>
<tr>
<td>Payroll deadlines:</td>
<td><a href="http://www.utexas.edu/payroll/deadlines/index.html">http://www.utexas.edu/payroll/deadlines/index.html</a></td>
</tr>
</tbody>
</table>
## Resources

**HR Student Employment**

<table>
<thead>
<tr>
<th>Resource</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Employment Page</td>
<td><a href="https://hr.utexas.edu/student">https://hr.utexas.edu/student</a></td>
</tr>
<tr>
<td>Supervisor Checklist</td>
<td><a href="https://hr.utexas.edu/student/supervisor-checklist-hiring-student-employee">https://hr.utexas.edu/student/supervisor-checklist-hiring-student-employee</a></td>
</tr>
<tr>
<td>Student Employee Checklist</td>
<td><a href="https://hr.utexas.edu/student/new-student-employee-checklist">https://hr.utexas.edu/student/new-student-employee-checklist</a></td>
</tr>
<tr>
<td>Student Employee Compensation</td>
<td><a href="https://hr.utexas.edu/student/student-employee-compensation">https://hr.utexas.edu/student/student-employee-compensation</a></td>
</tr>
<tr>
<td>Student Employee Excellence Development (SEED)</td>
<td><a href="http://sites.utexas.edu/seed/">http://sites.utexas.edu/seed/</a></td>
</tr>
</tbody>
</table>
Student Employment Contact Info

**Work-Study**
- General Inquiries: 512-475-6247
- Shawn Bailey: 512-475-6245
  - Work-study@austin.utexas.edu

**Job Bank**
- General Inquiries: 512-475-6243
- Sam Carpenter: 512-475-6248
  - Hirealonghorn@austin.utexas.edu
  - Samuel@austin.utexas.edu

**Website**
- [http://www.hirealonghorn.com](http://www.hirealonghorn.com)
- [http://finaid.utexas.edu/work/](http://finaid.utexas.edu/work/)