Off-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
• Reimbursement Requests
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 the State each academic year

• This money allows the University to reimburse departments and community service organizations 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
100% match

• Certain positions may be eligible for 100% reimbursement
  • Reading tutors of Pre-K through elementary students
  • Math tutors of elementary through 9th grade students
  • Students hired to support Family Literacy programs for families with Pre-K – Elementary children
Training

• Approximately 20 hours of training.
• Reasonable amount of time to perform ongoing activities (i.e., preparation and evaluation time) needed to accomplish their FWS jobs
• On going profession development/training
How Students Obtain Work-Study?

- **Apply** with the 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
- **Complete** Work-Study counseling
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 a change in funding ↑ or ↓
  - Students are notified of changes to the work-study award
  - OFA contacts employers as a courtesy
Deadline and Cancellation

• Sign-Up Sheets must be submitted by the 4th week of class, annually, for all student workers (even students returning to the same agency)

• 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.

• Sign-Up Sheets can be for the academic year or one semester at a time
Hiring a Work-Study Student

- Policies
- Posting your job
- Hire A Longhorn job bank
- Important dates
- Sign-Up Sheets
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
Employment Dates

Fall: September 1 – December 31
Spring: January 1 – May 15
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
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/ 1st of Sept)
  • Non-Preferred Options
    • Post job announcements on campus
    • Wait until they find you
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.
Paperwork

- New Employer
- Sign-Up Sheet
- Reimbursement documents
- Separation Form
Employer Eligibility

• In order to participate in the UT Austin Work-Study program, an employer must be a non-profit agency located in the Austin area
• Agencies will be required to renew their agreements once every two years
• Agencies must submit a new PIF 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 may be submitted via email to
Incomin.atyticmjnp8c25g3j@u.box.com
Required Paperwork (Approved Employer)

- Agencies must submit the following paperwork yearly:
  - Federal Work-Study Agreement 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/](http://sites.utexas.edu/hirealonghorn/types/work-study/off-campus/off-forms/)
  - Or
  - [http://sites.utexas.edu/hirealonghorn/forms/](http://sites.utexas.edu/hirealonghorn/forms/)

The required paperwork may be submitted via email to Incomin.atyitmjnp8c25g3j@u.box.com
Sign-Up Sheet/Job Description

• Sign-Up Sheet/Job Description for each student must be submitted to our office *prior to the 4th week of class*

• 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 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 an agency is qualified to be reimbursed as a tutor (100%), you will be notified
Reimbursement Requests

• Documents
• Submission deadlines

submitted via email to Incomin.atyitmjnp8c25g3j@u.box.com
What do I need to submit?

Within 5-10 days of paying the student (pay date), agencies must submit the following documents:

• Original and error-free UT Off-Campus Billing Statement
• Original and error-free 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

- 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 may not make corrections
Tutor Billing Statement

- 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 may not make any corrections
Timesheet

- Agencies must submit the UT Austin 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

<table>
<thead>
<tr>
<th>Off-Campus Work-Study Timesheet</th>
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<tbody>
<tr>
<td><strong>Employee</strong></td>
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<tr>
<td><strong>Pay Period:</strong> (MM/DD/YYYY) - (MM/DD/YYYY)</td>
</tr>
<tr>
<td><strong>Student’s Name:</strong></td>
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<tr>
<td><strong>UT ID:</strong></td>
</tr>
<tr>
<td><strong>Incl Title:</strong></td>
</tr>
<tr>
<td><strong>Hourly Rate:</strong></td>
</tr>
<tr>
<td><strong>Week (MM/DD) 1-4):</strong></td>
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<tr>
<td><strong>Number of Hours:</strong></td>
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<tr>
<td><strong>Mon.</strong></td>
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<tr>
<td><strong>Work Study Employee Signature:</strong></td>
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<tr>
<td><strong>Date:</strong></td>
</tr>
<tr>
<td><strong>Employer Approval:</strong></td>
</tr>
<tr>
<td>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.</td>
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<tr>
<td><strong>Supervisor Signature:</strong></td>
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<tr>
<td><strong>Date:</strong></td>
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<tr>
<td><strong>Supervisor Name:</strong></td>
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<tr>
<td><strong>Phone:</strong></td>
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<td><strong>Email:</strong></td>
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<tr>
<td><strong>Payroll Contact Name:</strong></td>
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<td><strong>Phone:</strong></td>
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**NOTE:** Work Study Timesheets must be submitted to the Work Study Office within 30 days of paying the student. Be sure to include Billing Statement, photocopy of student’s paycheck, and Payroll Activity. If paper copy is not confirmed paycheck was direct deposited. For federal regulations, Work Study students must be paid at least once a month.

Submit to timesheet@utexas.edu or fax to 512-471-5922.
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 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
Submission Deadlines

• Paperwork is due within 5-10 days of the student’s pay date
• With Work-Study Approval - Paperwork for the final pay period of the semester is due within 30 days of the last day of the employment period
• 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.atyitmjn8c25g3j@u.box.com
Delinquency Notices

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

• If an agency is consistently late, it may be suspended or put on probation without a 2\textsuperscript{nd} or 3\textsuperscript{rd} Delinquency Notice
• To avoid possible suspension, contact our office if there are issues preventing the timely submission of paperwork
• If your agency is suspended, you must submit a formal written appeal for reinstatement
Separation Form

- 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.
# Student Employment Contact Info

<table>
<thead>
<tr>
<th>Work-Study</th>
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<tbody>
<tr>
<td>General Inquiries</td>
<td>512-475-6247</td>
</tr>
<tr>
<td>Shawn Bailey</td>
<td>512-475-6245</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:work.study@austin.utexas.edu">work.study@austin.utexas.edu</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:shawnb@austin.utexas.edu">shawnb@austin.utexas.edu</a></td>
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<tr>
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<tr>
<td>General Inquiries</td>
<td>512-475-6243</td>
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<tr>
<td>Sam Carpenter</td>
<td>512-475-6248</td>
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<td></td>
<td><a href="mailto:hirealonghorn@austin.utexas.edu">hirealonghorn@austin.utexas.edu</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:samuel@austin.utexas.edu">samuel@austin.utexas.edu</a></td>
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<td><a href="http://finaid.utexas.edu/work/">http://finaid.utexas.edu/work/</a></td>
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Q & A