Off-Campus Employer Work-Study Information Session
Session Topics

• What is Work-Study Employment?
• How Students Obtain Work-Study Award
• Policies
• Posting Your Position (Hire-A-Longhorn)
• Hiring Procedures
• Reimbursement Requests
What is Work-Study?

• The Work-Study program provides part-time employment to students with financial need, assisting them in financing their education.

• The Work-Study program pays a portion of the wages for Work-Study employees
  • 70% is paid for most positions
  • 100% is paid for approved tutor positions
    • Reading tutors of Pre-K through elementary students
    • Math tutors of elementary through 9th grade students
    • Positions which support Family Literacy programs for families with Pre-K – Elementary children
How Students Obtain Work-Study?

• Submit FAFSA and request Work-Study
• Show financial need
• Be awarded Work-Study on their financial aid notification (FAN)
• Accept Work-Study and submit electronic FAN
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 work-study job at the same time
• Supervised

Students can **not** work:
• During their scheduled class
• More than 8 hours in a 24 hour period or 19 hours per week
• Before the employment period begins or after the employment period ends
• As a **contract employee**
Employer Eligibility and Paperwork

• General Off-Campus employer eligibility
• New Employer
• Approved Employer
Employer Eligibility

• In order to participate in the UT Austin Work-Study program, an employer should be a non-profit agency located in the Austin area

• Agencies will be required to renew their agreements every year and attend an Information Session once every two years

• Agencies must submit a new Payee Information 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 should be submitted via email to incomin.attytmjinp8c25g3j@u.box.com
Required Paperwork (Approved Employer)

Agencies must submit the following paperwork yearly:

- Federal Work-Study 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/)
How Do I Hire a Work-Study?

• Post your job on the Hire-A-Longhorn Job Bank
  https://hirealonghorn-csm.symplicity.com
  • First day to post for Fall – August 2
  • Spring - November 2

• Attend the Work-Study Job Fair in Fall
Work-Study Employment
Part-Time Job Fair
Aug. 28th

Texas Union Ballroom - 3.202
2247 Guadalupe St, Austin, TX
Hire-A-Longhorn (HAL) Job Bank

- Hire-A-Longhorn (HAL) Job Bank
  - Registration
  - Posting a Position
- Work-Study Job Descriptions and Competencies
HAL Main Page
Select the “Employer” Button when asked “what type of user you are?”

Hire-A-Longhorn screen shots for posting a position
Login Page

Select “Sign Up” to submit your information or “Sign Up And Post 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 and FAQs 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 (not Approved means it is awaiting review)

You can create a new job post by clicking on “Post a Job”. After it is submitted, we will review for approval
What you need to complete job posting in Hire-A-Longhorn

- Position Type
  - Work-Study
- Job Title
- Hourly Wage
- Work Days and Times
- Approximate Hours Per Week
- Job Location

- Job Start Date
  - Job End Date
- Job Description
  - Qualifications
- Resume Receipt
  - Default Email Address for Resumes
  - Other
- Posting/Expiration Date
Position Type

• There are 3 position types for off-campus employers

• Checking Work-Study will make the other position types disappear and vice versa

• You will have to create two separate postings if you want to hire both Work-Study and non-Work-Study employees
  • If you have both position types, it is always a good idea to mention in your non-Work-Study posting that you are also looking for Work-Study students and to apply using the Work-Study posting
Position Types

• Part-Time/Non-Work-Study is a basic part-time job.

• Work-Study is a job for students who have a Work-Study award
  • You must be approved as a Work-Study employer prior to posting a work-study position
  • Contact work.study@austin.utexas.edu for approval process.

• Seasonal: temporary position, less than 12 weeks.
  • This can also be used for summer if you are wanting to hire for full-time
  • You must indicate an end date with seasonal
Job Title

• Should be a professional title –
  i.e., Student Associate (Admin/General)

• Cannot be an advertisement line –
  i.e., Looking for... or Awesome staff

• Can indicate specific location or shift –
  i.e., Assistant at Pickle Lab or Evening Student Assistant
Work Days and Times

• Be Descriptive
• Reflects the shift they are to work
  • ex. Monday-Friday from 12PM-3PM
  • If no specific shift required - it must indicate hours of operation
• Approximate Hours Per Week
  • Only need to indicate a rough estimate of the hours a student will work each week
  • It can be a range, ex. 10-15 hours per week
Job Start and End Date

• Start Date
  • All jobs must have a start date that is no sooner than the current day
  • Start dates in the future are correct
  • Do not put start dates in the past

• End Date
  • You only need an end date if the job is only expected to last for a few months or a semester or academic year
Job Description and Qualification

• Do not use special characters as they don’t show up properly
• Keep it clean and simple
• For Job Description, it should accurately detail the expectations of the job.
  • Action Items – ex. maintaining your workspace, assisting with customer service, or scanning documents
• For Qualifications, this should describe the type of worker you are needing
  • Ability items – ex. lift up to 50 pounds, able to work a keyboard, or able to get a Food Safety Certification
Resume Receipt

• Gives you control on how you get applications
• Indicate “Other” for a separate location to apply if you want application turned in at a different site/location
• Using “Other” doesn’t eliminate resume submitting through the site
• Remember, once a job posting is withdrawn, any application saved to that posting becomes inaccessible
  • Save on your computer before posting is withdrawn
Posting and Expiration Dates

• These items auto-generate
• All job postings last **62 days**
• Do not adjust posting and expiration dates in an attempt to withdraw your posting
Common Questions and Issues

• How to withdraw/archive/take my posting down?
  • Under the Job Posting tab - click on the Withdraw button for the job posting you wish to take down

• I can’t log in:
  • If you have a log-in problem:
    • Click on the “Forgot Password” link
    • Still have an issue - Email hirealonghorn@austin.utexas.edu

• How can I repost an archived position?
  • When you click on “Post a Job” in the Job Posting tab, there is a section near the top called “Copy Existing”
    • You may have to click the “Show Archived” button to show the posting you want.

• Can I save the applications on Hire-A-Longhorn?
  • No. You have to save them on your computer
Employment Dates

• Fall: September 1 – December 31
• Spring: January 1 – May 15
• Academic Year: September 1 – May 15
Interview: Proof of Student Eligibility

• Student should provide a work-study verification form to confirm the amount awarded;
• Students with a Work-Study award can access this form on their CASH page
• Add as document requirement on Hire-A-Longhorn
• Request each semester
Work-Study Revisions

• A Work-Study award may be revised when student:
  • is enrolled less than half-time or withdraws
  • receives additional resources affecting financial need such as scholarships or tuition waivers
  • requests a change in award amount
• Students are notified of changes to the Work-Study award
• Students are responsible for notifying employer of changes
• OFA contacts employers as a courtesy
Hire By Dates and Cancellation

• Hire by dates:  
  Spring – May 1\textsuperscript{st}  
  Fall – November 1\textsuperscript{st}

• Cancellation of Fall Work-Study award does not cancel Spring Work-Study Award
Community Service

- Jobs can be community service if the service is open, accessible, and publicized to and used by the community.
- Improves quality of life or solves a problem related to community residents.
- Not all non-profit agencies or their student positions will fall into the community service definition for Work-Study.
Examples of Community Service

• Health care, child care (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

• Support services for students with disabilities (including students with disabilities who are enrolled at the school)

• 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
Sign-Up Sheet/Job Description

• Sign-up sheet/job description for each student must be submitted before a student starts working

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

• Documents
• Submission deadlines

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

Within 5-10 days of paying the student, agencies must submit these documents:

• UT Off-Campus Billing Statement
• 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 will not make corrections
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 will not make any corrections.
Agencies must submit the UT 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.
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
Reimbursement Request Deadlines

• Paperwork is due within 10 business days of the student’s pay date

• 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.atyitmjnp8c25g3j@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
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.
## WS Employment Contact Info

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Questions?
Parking Passes