



# **On-Campus Employer Work-Study Employment Information Session**

# **What will be Covered:**

- **What is Work-Study (WS)? How are Eligible Students Awarded?**
- **What Policies Guide Work-Study?**
- **How is a Position Posted in Hire-A-Longhorn (HAL)?**
- **Job Posting Requirements in HAL**
- **How do I Hire, Add a Job, or Change a Job in Workday?**
- **Why are Timesheets and Timeframes important?**

# What is Work-Study? How are Eligible Students Awarded?

- **Beneficial to Both Student and Employer**

- Does not negatively impact expected family contribution (EFC) on FAFSA
- 70% of wages are paid through Work-Study funds with 30% covered by department (most positions)
- 100% of wages are paid through Work-Study funds for approved tutor positions

- **Awarding of Students**

- Student indicates interest on FAFSA
- Show unmet need based on FAFSA
- If a student's financial aid notification (FAN) does not show Work-Study eligibility, students can contact our office for further review

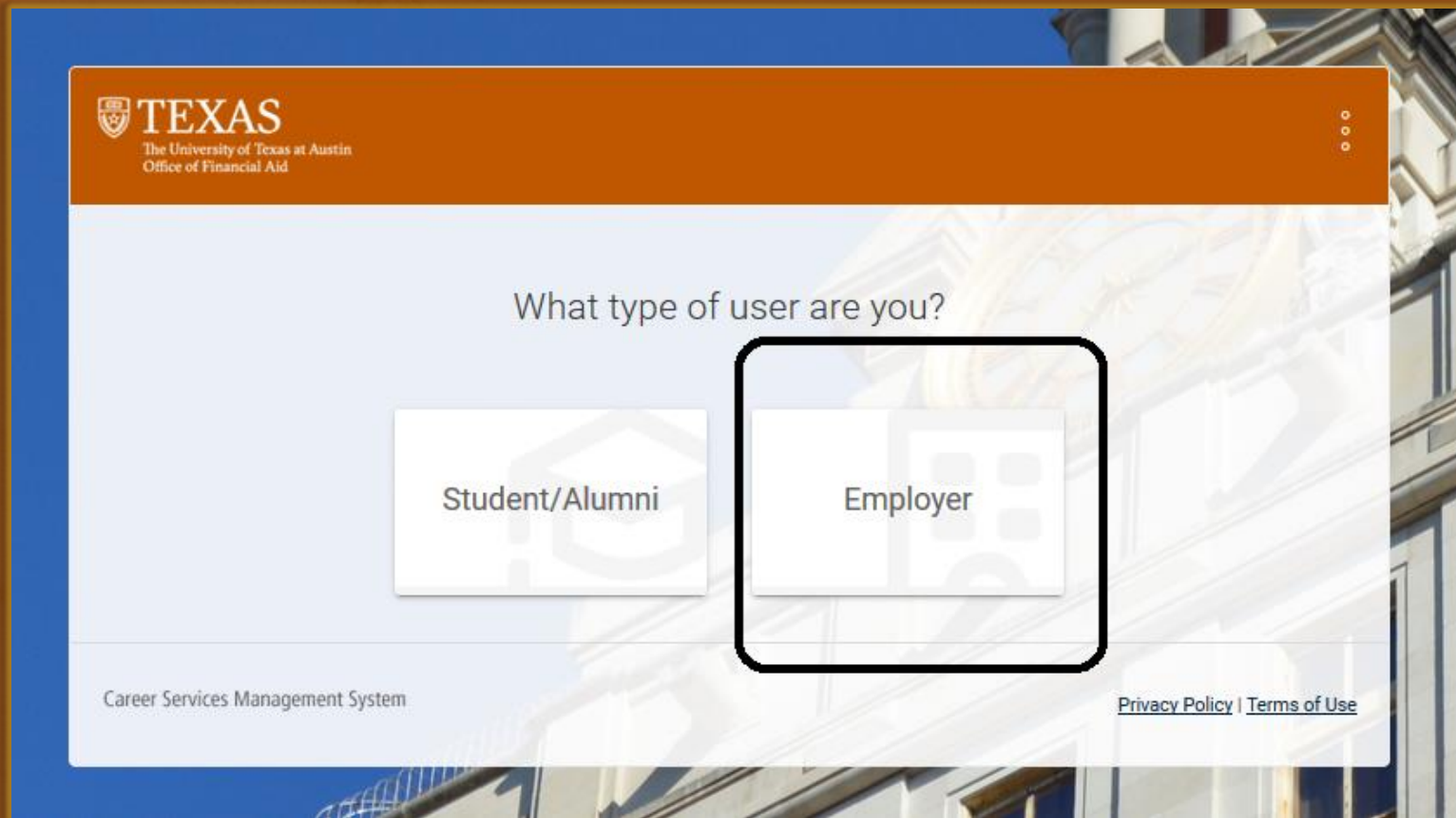
# Work-Study Policies

## Students must be:

- Enrolled at least half-time
  - Academic appointments require full-time enrollment
- Paid at least minimum wage (\$7.25)
- Paid according to Workday pay schedule
- Only one Work-Study job at the same time
- Supervised (including checking and tracking time)

## Students cannot work:

- During their scheduled class time
- 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



***Hire-A-Longhorn screen shots for posting a position***

## **HAL Main Page**

**Select the "Employer" Button when asked "what type of user you are?"**

**TEXAS**  
The University of Texas at Austin  
Office of Financial Aid

### Sign In

Please enter your username and password.

Username  
(your email address)

Password

**SIGN IN**

[Forgot Password](#)

### Sign Up

Signing up takes just minutes.

**SIGN UP** **SIGN UP AND POST JOB**

Career Services Management System

[Privacy Policy](#) | [Terms of Use](#)

## 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

**TEXAS**  
The University of Texas at Austin  
Office of Financial Aid

TA Test AccountUT - Office of Financial Aid

### Announcements

The University of Texas at Austin has made an announcement  
**New Position Type Added- Seasonal**  
We have added a new position type for job postings. Seasonal position type will reflect all jobs that are done either during summer or winter break. These jobs must start and end while school is not in session.  
During these times though, a student can work up to 40 hours. You may either make changes to current job postings or simply wait til the next time you post for a seasonal job.  
If you have any questions, you can always contact us at hirealonghorn@austin.utexas.edu.

The University of Texas at Austin has made an announcement  
**UT Work Study can save you money**  
Are you a UT department? Do you have a position open to student workers? More than likely, the position qualifies as a work study position. Hiring Work Study students will save your department money in that the Federal student aid program matches 70% of the student's wages. You could hire 3 students for the price of 1; plus, you'd be helping students with financial need cover their costs to attend The University of Texas at Austin.  
Work study can help you save money and help our students succeed. If you have any questions, email us at hirealonghorn@austin.utexas.edu or work\_study@austin.utexas.edu for further

### Shortcuts

- Create Job Posting
- View Job Postings
- View Applicants
- Post a Profile
- View Document Library
- Submit Placements Info

Your feedback is welcome.

## Home Page

- ▶ Shortcuts for most used content can be seen on the right
- ▶ Important updates and FAQs will be posted in the Announcements section

TEXAS  
The University of Texas at Austin  
Office of Financial Aid

TA Test AccountUT - Office of Financial Aid

Home / My Jobs

Job Postings

JOB POSTINGS STUDENT RESUMES ARCHIVED JOBS PUBLICATION REQUESTS

Keywords  
(searches job title, ID, description, and organization name: min. 3 characters).

SEARCH CLEAR MORE FILTERS

No records found.

POST A JOB

### 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



# Job Posting Requirements in HAL

- 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

# Important Notes: Job Type

- 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 positions, 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.

# Important Notes: 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 & Times

- Be Descriptive
- Reflects the shift they will be working
  - 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 & End Date

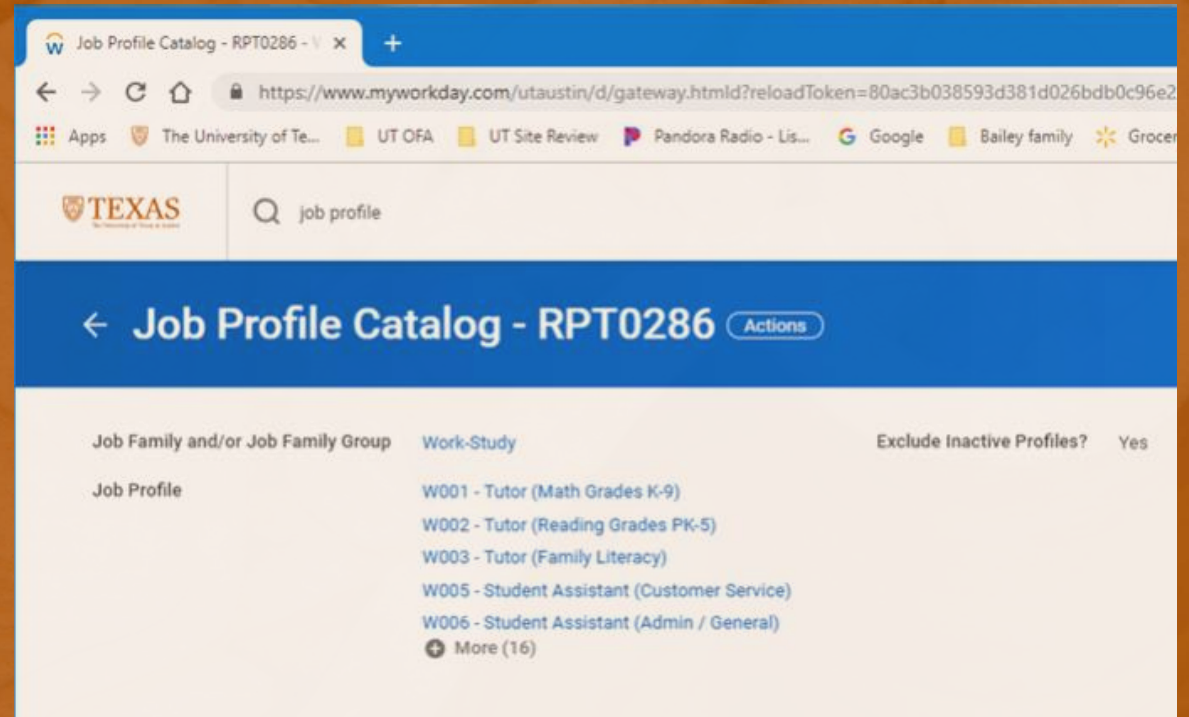
- Start Date
  - All jobs must have a start date that is no sooner than the current day
  - Start dates in the future are correct
  - Do not put start dates in the past
- End Date
  - You only need an end date if the job is only expected to last for a few months or a semester or academic year

# Job Description & 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

# Job Profile Catalog for Hire-A-Longhorn (HAL)

- Review job types and attributes through the Job Profile Catalog Report in Workday (RPT0286)
- Post your position in (HAL)
- **First day to post:**
  - Summer – May 2
  - Fall – August 2
  - Spring – November 2



# 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 withdrawing the posting



# Posting & 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 & 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 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](mailto: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



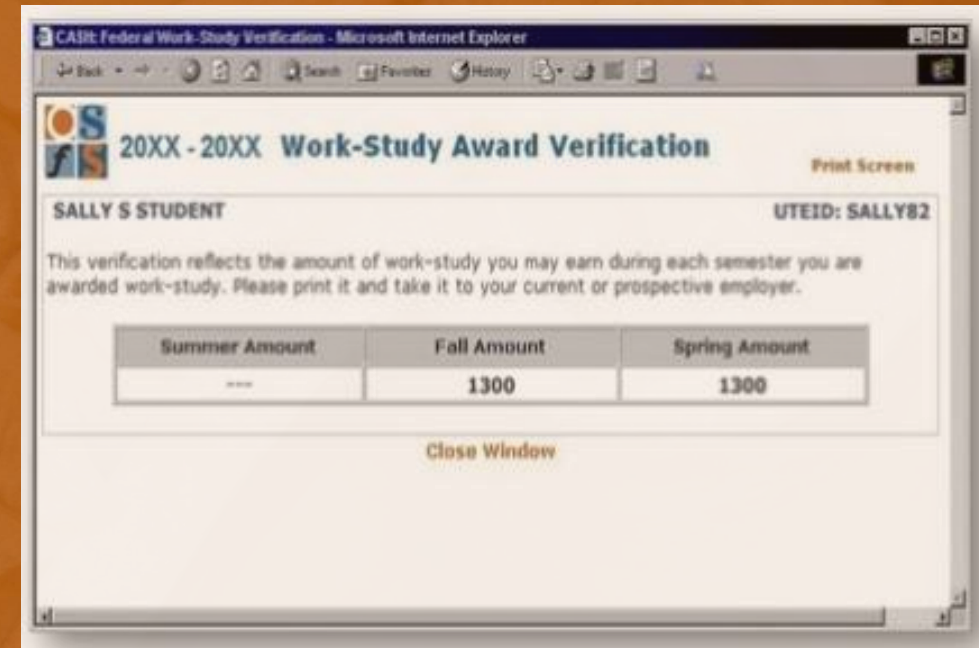
**COLLEGE** TO **CAREER**

# Employment Dates

- **Fall:** September 1 – December 31
- **Spring:** January 1 – May 31
- **Summer:** June 1 – August 31
- **Academic Year:** September 1 – May 31

# 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 HAL
- Request each Semester



# 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 notified of changes to the Work-Study award
- Students are responsible for notifying employer of changes
- OFA contacts employers as a courtesy



# Workday Procedures

## Recent Changes:

- Hire Business Process (BP) - **no more than 4 weeks** prior to start date
- Hire BP **2-4 weeks**
- 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 15<sup>th</sup>** and **last day of the month** and **every Friday**

# Hire By Dates and Cancellation

- Hire by dates:   **Spring – May 1<sup>st</sup>**  
                          **Summer – August 1<sup>st</sup>**  
                          **Fall – November 1<sup>st</sup>**
- Cancellation of Fall Work-Study award does not cancel Spring Work-Study award
- Summer Work-Study awarding occurs after the student registers for Summer – **Late May for 2019**



# Workday Business Process

## Workday Instructional Guide for Student Employees

**Hire**

**Add Job**

**Change  
Job**

**Switch  
Primary  
Job**

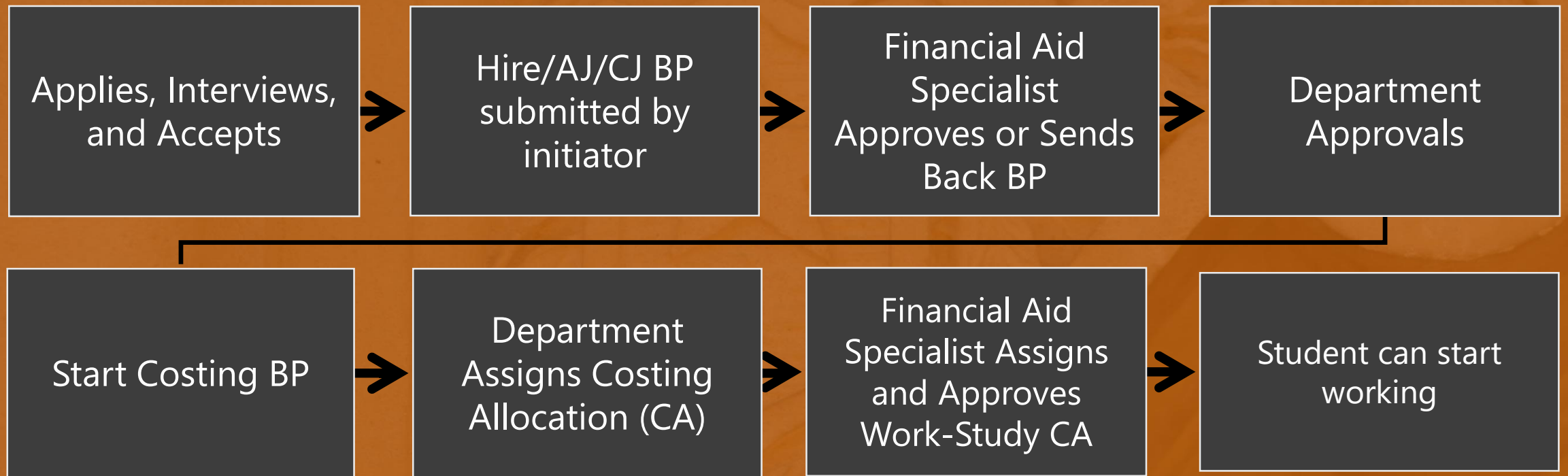
**End Add  
Job**

**Terminate  
Job**

A detailed checklist for employers can be found at:

[Workday Student Employment Manual](#) and [Supervisor Checklist Hiring Student Employee](#)

# General Workday BP (s) for WS Hire



# Workday WS BP 101

Actions - Job Change - Transfer, Promote, or Change Job

Change Job - Data Changes

Transfer

Change Job Detail

Change Location

Change Scheduled  
Weekly Hours

Reassignment

Changing multiple things at once; including "Sup. Org." Also used when shortening the End Date

When you are changing the Location, and/or "Work Shift" only

When you are changing the "Scheduled Weekly Hours" only

When you are extending the End Date only

# Community Service Questionnaire

On-Campus 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.

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

# 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 an Work-Study student serves as a mentor for such purposes as tutoring, supporting educational and recreational activities, and counseling, including career counseling

# WS Workday Timeframe

Financial Aid Specialist (2-4 week timeframe):

- approve the hire, add job, or change job
- assign the Work-Study Costing Allocation and only after reaching final approval

Consequences – Payroll will not identify earnings as Work-Study Pay, regardless of how the time is flagged on the Timesheet, and charges for the affected pay periods will be charged fully to the employer

# Timesheets

- Time needs to be submitted and **final approved** by Workers, Managers and Timekeepers for hourly workers by 5:00PM 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>
- Please note that hourly workers *cannot* be paid without all approvals completed by 5:00PM on the deadline day

# Policy Reminders - Timesheet

- Email Reminders
- Retro Pay – Issues for departments and students
- Follow Work-Study and Workday rules and policies to ensure that Work-Study funding is not suspended



# Retroactive hire, add job, or change job

- Work-Study funds cannot be used to pay hours worked during a prior pay period before the Work-Study position is final approved
- Plan to do the following, if a Work-Study eligible student began working in a prior pay period
  - Process a non-Work-Study position for that prior pay period
  - Perform an Add Job for the Work-Study position effective in the current or future pay period
  - Once both positions are approved and current, perform a Switch Primary Job and End Add Job to end the non-Work-Study position

**Work-Study Employment**

**Part-Time Job Fair**

**Aug. 28<sup>th</sup>**

**Texas Union Ballroom - 3.202**

**Guadalupe Street**

# WS Employment Contact Info

## Work-Study Employment Emails

Work-Study Email

[work.study@austin.utexas.edu](mailto:work.study@austin.utexas.edu)

HAL Job Bank Email

[hirealonghorn@austin.utexas.edu](mailto:hirealonghorn@austin.utexas.edu)

## Work-Study Employment Websites

Hire-A-Longhorn

<http://www.hirealonghorn.org>

Work-Study Resources

<http://finaid.utexas.edu/work/>

# 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-everify-checklist>

### Background checks:

[http://www.utexas.edu/hr/manager/hiring/background\\_check.html](http://www.utexas.edu/hr/manager/hiring/background_check.html)

## Workday

[askUS@austin.utexas.edu](mailto: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>



# Questions