




Advantage: WORK STUDY
IU Southeast Department Overview

Presented by: Financial Aid
Human Resources
Career Services

1

Making a difference

Students in work-study average
an **80%** persistence rate
(if they work <20 hrs/wk)
And gain valuable work experience
(1st job for many)




2

Making a difference

In 2008/2009
Local non-profits and schools received over
4,000 hours of assistance

Departments save **75 cents**
for every dollar the students earn


(A student earning **\$8.00/hour**
costs you only **\$2.00/hour**)



3

2008/2009 Overview


- 21 departments hired 146 students
- Would have cost \$197,444
- Actual department cost: \$49,361
- Saved **\$148,083**
- Received **25,000** hours of help



4

2008/2009 Overview


- Departments hired between 1 and 43 workers
- Most students worked 5-10 hrs/wk
- Average campus wage: \$7.89/hr
- 82% evaluated as "meets or exceeds"
- Annual budget exceeded by +\$20,000
- Budget supplemented by President McRobbie persistence initiative



5

2009/2010 Projection

- Campus allotment increased by \$50,000
- We must overspend to get more each year
- 500 students looking for work
- Less than 200 jobs – we need more jobs!
- What projects can you do?



6

2009/2010 Projection

How much should we pay?

- Minimum wage July 1: \$7.25/hour
- Recommend 10% increase in current wage

How many hours can the student work?

- Depends on the award BUT awards can be increased
- Initial award: \$2500
 - Automatic increase to \$3500 if possible
 - Up to \$5000 for needy students and departments
 - How many hours do you need? ASK for an increase!

7

On-Line Convenience

www.ius.edu/financialaid/workstudy.cfm

Work-study dates
Employer instructions
Forms
Student instructions

www.ius.edu/hr/current/forms.cfm

Payroll forms
<http://www.ius.edu/careerservices/>

Job postings

8

Restrictions and Guidelines

- Part-time jobs only
- Cannot replace a regular position
- Must be made available to all work-study students
- Students must have a work-study award – this is their GROSS limit of earnings

9

Restrictions and Guidelines

- Students must be enrolled minimum of 6 hrs
- Cannot work on political campaigns or for political parties or to promote a particular religious belief
- Job should provide some sort of positive work/education experience
- 20 hr/wk limit – self imposed because students' education begins to fail after 20 hours
- Up to 40 during breaks, no overtime ever

10

Issues

- Student reliability – clarify expectations
 - Training for students – require it (on website)
 - Management guidelines for employers (on website)
 - Evaluations sent annually to employers via email
 - Scholarships awarded based on evaluations, training, orientation attendance
- Splitting jobs - splitting awards
 - on student application – complete the bottom portion
- Exceeding work-study limit
 - use tracking sheet (on website – interactive Excel sheet counts hours – www.ius.edu/financialaid/workstudy.cfm)

11

Issues

- On-line time sheet procedure
 - Students sometimes post hours to the wrong job
 - Train student well and manage e-docs to terminate old jobs
- Working without authorization/award
 - Students can give you copy of their award to verify
 - You must submit student app to financial aid for authorization and final award amount (it may increase)

12

Process Overview

- Award – student receives in summer (student can request an award throughout the year)
- Job description – post ASAP (Career Svcs)
- Application – Use our app - students apply, you decide who to hire and complete and fax their app to Financial Aid
- Authorization – we'll fax it to you for the e-doc. Review, correct, sign and fax back
- Hire – paperwork, e-doc, training
- Management – training, clear expectations, tracking hours and requesting limit increases if needed
- Evaluation – annual, by email, helps student and you

13

Job Description

- Submit form to Career Services & FA
 - Fill out completely – please submit new forms this year
 - Required by federal regulations
 - Fill-in form available at www.ius.edu/financialaid/workstudy.cfm
- Determining the wage
 - Avg. wage on this campus is \$7.89/hour
 - Last yr ranged from \$6.55 to \$10.00
 - This year no less than minimum wage (\$7.25)
- Base award is \$2500 – up to \$5000
 - Averages 8 hrs/wk at \$7.50/hr
 - Students can ask for an award increase
 - Students can split between jobs

14

Job Description

- Background checks
 - MUST have this returned clear before beginning work – required if student:
 - Works with children
 - Works with money
 - Works with student records
- Determining # of hours per week
 - How much work do you need done/can you afford?
 - Students work an average of 8-10 hrs/week
 - Hire multiple students to meet your needs, cover gaps

15

Job Posting

- MUST post the position for a reasonable amount of time until position is filled (federal regs)
- Re-hires don't have to be posted – send Leslie a list of re-hire names ASAP
- Notify Career Services immediately to pull listing when you have hired someone
- Re-post the position any time by contacting Career Svcs
- If no response, revise listing

16

Applicants

- No award yet? Student can request
 - Inquiry by e-mail only
- Application
 - For you: Work study award print-out, class schedule, two forms of ID if hired
 - For FA: completed application form only – use our Work-study app (on line). If you have your own we still need our very short and easy form

17

Time sheets and Tracking Earnings

- Time sheets
 - On-line for IU employees, paper for off-campus
 - Train your students well – errors cost \$\$
 - Start/end dates and breaks – students can work Christmas break if returning in spring. Start and end dates on our website and on the authorization
- Track total hours – easier
 - Student and manager both watch this
 - Department pays 100% of overage
 - Earnings increases possible but don't count on it
 - Fill-in spreadsheet available on-line for tracking hours

18

Raising the Bar

- On-Line Training – required for scholarship
 - USA FUNDS UNIVERSITY – six ½ hour sessions for student employees
 - Time Management
 - Handling Difficult Situations
 - FERPA and Confidentiality
 - Effective Communication Skills
 - E-mail and Telephone Etiquette
 - Business Etiquette and Office Culture

Consider requiring your student worker to complete training modules as their first assignment

19

Raising the Bar

- Managing your students
 - Limited funds – limited jobs
 - Initial guidelines
 - General office expectations
 - Clear instructions on tasks and deadlines
 - Communicate
 - Evaluation – 30 days, end of year

20

Raising the Bar

- Disciplining and/or firing students
 - *“Students are hired to do a job, not receive an award.”*
 - First job experience
 - You decide your limits
 - Students are not being paid to . . . study, surf, sleep
 - Communicate and document issues
 - Request an on-site visit if you need help
 - Send to Career Services if they need job performance guidance
 - Firing a work-study student – notify FA and HR

21

Rewards and Benefits

- Scholarship program
 - For students who will attend the following year and request work-study
 - Based on:
 - End of year evaluation
 - Attendance at work-study orientation
 - Completion of USA Funds training

22

Work-Study Contact Information:

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23