



INDIANA UNIVERSITY
SOUTHEAST

WORK-STUDY EMPLOYER GUIDELINES

EMPLOYER RESPONSIBILITIES

ALL WORK-STUDY FORMS ARE AVAILABLE THROUGH THE [FINANCIAL AID FORMS LINK](#).

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HOW TO HIRE A WORK-STUDY STUDENT

1. WRITE A JOB DESCRIPTION: All work-study jobs must have a job description on file that includes particular information about the job. Use the [Work-Study Job Description/Announcement Form](#) and fax it to Career Services and Financial Aid (see form). For advice about where to set the hourly wage contact the work-study coordinator or Payroll, or view other job postings on the Career Services website. 2009 minimum wage: \$7.25/hour

2. POST YOUR JOB ON LINE: Post open work-study positions through Career Services by faxing a copy of your job description form to them. Fax it also to Financial Aid so they can enter it in the job database. You can view all current listings through Career Services' website. All jobs must be made available to all work-study students to comply with federal regulations, so even if you know who you want to hire you must post your job and receive applications from interested students. You may find another student to hire! Closing or reposting a position - Call or e-mail IU Southeast Career Services to close or re-post a listing, or re-fax the job description to Career Services to re-open a position.

3. RECEIVE STUDENT APPLICATIONS: Interested students should fill out an application for the position (you must use the [form provided on our website](#)): Students MUST have a work-study award to apply. They should attach their financial aid summary to their application as proof, and those you want to hire or interview should bring a copy of their class schedule and two forms of ID with them (Drivers license and Social Security Card). This is for your benefit only so that you don't try to hire someone ineligible for work-study or who is not available when needed. Do not fax this information to financial aid. If hired, the student will need their photo ID to complete employment paperwork at Human Resources. If a student you want to hire does not have work-study they can request an award via e-mail or by stopping by the financial aid office. Not all students are eligible. Do not hire them until they can provide a copy of their award summary showing a work-study award.

4. REQUEST AUTHORIZATION: Once a work study student is selected for hire, fax their application to Financial Aid after completing the bottom portion. Note whether or not you want the job listing pulled from the website. By federal regulation a completed application must be on file for each work study student. **DO NOT SEND STUDENTS** to Financial Aid to pick up their authorizations. The authorization must be sent directly to you for signature. After we receive the application, the Work Study Coordinator will verify eligibility, increase the student's work-study award if possible, generate the authorization and fax it to you for your signature. Once you receive the authorization, review the information for accuracy, sign it and fax it back to the Work Study Coordinator. You can now hire the student. The dates and limits needed for the hire are on the authorization.

5. HIRE THE STUDENT(S)/COMPLETE PAYROLL PAPERWORK: Have the student complete the following forms, all available at: www.ius.edu/HR/current/forms.cfm.

- State WH-4 form Background check (only if required HR has form in office)
- I-9 Employment Eligibility Verification form (with copies of IDs)
- Certificate of Residency (for Kentucky residents)
- Personal Profile form Hourly Temporary Position form

Submit the paperwork to IU Southeast Payroll, at Human Resources. Once the background check comes back clear (if required) you will be notified that the student can begin work. If not required they can begin as early as the start date on the authorization. If you are on campus, complete the e-Doc process for the student. (Payroll can help you with this.) The employee class and beginning and ending dates are on the authorization, as well as the wage and your accounting line.

Paying your portion: The e-doc coding automatically charges 25% of the student's salary to your account and the remaining 75% to the work-study account. Off-campus employers receive a bill for their 25% portion, if applicable.

Undergrads - Salary plan: WSU, Job code: 000250 Grad students - Salary plan: WSG, Job code 00251 Position type - hourly

AFTER THE HIRE: HOW TO MANAGE YOUR WORK-STUDY STUDENT

1. SET UP A WORK SCHEDULE: Work study students are not permitted to work more than 20 hours in any given week when school is in session. For students attending less than full-time, exceptions can be made provided the student's academics are not suffering as a result. Students can work up to but never more than 40 hours per week when school is not in session, including spring and Christmas break, provided the student is returning to school after the break. Most awards are only enough for about 10 hours per week. Students may not work past the end date stated on the student's authorization.

2. MONITOR EARNINGS: Students and employers are responsible for monitoring a student's earnings. Students' gross earnings can never exceed their work study allotment for the year. Summer is treated separately (see below). [A tracking sheet](#) is available to help you and the student with this.

Requesting increases: Students with additional eligibility will automatically be given an award increase upon hire, up to the maximum possible, eliminating the need to request additional funds.

Students with two or more positions: If you do not have enough work to use the student's entire work-study award in your department or agency the student can earn the rest of it through a second position. The student and employers must agree on how to split the student's award and the work-study coordinator must be notified so a new authorization can be created and the award split. Payroll will also be notified about the change. Simply e-mail me with the limit you would like reserved for your position, based on their earnings per week.

Splitting a student's hours between multiple positions in your department: To hire your student for two or three different jobs that are paid out of different accounts, note this on the authorization and set it up on your e-doc or through Payroll.

Exceeding the earnings limit: If you inadvertently work the student past their allotment, Payroll will notify the work-study coordinator and we will try to give the student an increase. If an increase is not possible the student will be switched to a regular hourly worker. All earnings over and above the student's limit must be charged 100% to the employer.

3. USE WORK-STUDY DOLLARS WISELY: Because this is a limited fund we request that employers do not use up our total work-study allotment by having students work hours or do projects that are not necessary, just to help the student earn more or use up their allotment. Even though it costs the employer very little, wasting work-study funds costs other students jobs and other employers cannot benefit from hiring a work-study student. Also - it's against federal regulations. Of course, employers cannot allow students to submit a time sheet with hours that were not spent working. At the employer's discretion and approval only, students may sometimes be able to do homework or other personal business while at work when circumstances allow. Students can never claim hours for pay they have not actually worked. As we approach summer semester we may run out of work-study funds until we get past June 30. Current employers and students will be queried mid-spring semester to see what summer needs are, and any remaining funds will be shared among this group first.

4. SUBMIT TIME SHEETS CORRECTLY: Students must fill out their time sheets properly and completely. Most students must submit their time sheets on-line, and if not trained correctly the student may select the wrong job, resulting in 100% of their earnings being charged to the employer. Train your student well in this procedure. Payroll staff members are always available to help. For those jobs requiring paper time sheets, be sure the time sheet is turned in with your department or agency's account number, the student ID, and correctly filled out. Time sheets with missing or incorrect information may be returned to you for completion, delaying the student's paycheck. Blank sheets are available in the Payroll department. Time sheets are due by 5 pm on the last Friday of the pay period. A schedule is available at Human Resources.

5. TRAIN YOUR STUDENT WELL: Just as with any other employee, departments should communicate clearly their expectations to the student before the student is hired and the student should be properly trained for all responsibilities. We also recommend you require your student to complete our on-line training modules for student employees. By doing so they may qualify for a scholarship and will be more apt to treat their job with professionalism. For many students this is a first job and their work experience is part of their education, so don't be shy about correcting unacceptable performance or behavior.

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YEAR-END PROCEDURE - JOB TERMINATION, FALL REHIRE AND SUMMER

1. DISMISSING A WORK-STUDY STUDENT: Though the nature of the position requires some flexibility with the student's school schedule, departments are not expected to tolerate poor performance or consistently poor attendance. Students can and should be corrected/retrained, sometimes disciplined and if necessary fired if they do not meet expectations. Work-study students are expected to work while on the job - not study, surf the Internet, text or make personal calls. Some jobs are conducive to study at the employer's discretion. If you have to dismiss a student please notify the financial aid work-study coordinator and Payroll immediately.

2. PERFORMANCE REVIEW: Whenever possible encourage your work-study student with positive feedback. With new students, plan an evaluation talk after the first 30 days to make sure expectations are understood and being met. At the end of spring semester you will be sent via e-mail an employee evaluation. Students receiving excellent evaluations that have also either attended an orientation or completed on-line training will be considered for a scholarship the following year.

3. YEAR-END JOB TERMINATION: Do not allow the student to work past the end date noted on the authorization. Students must be "terminated" at the end of the academic year and summer through HRMS as of the last day they can work, unless you have previously terminated the student for another reason. Payroll will terminate agency jobs. Use the following reason codes: End of casual employment: for students working to the end of the year. Work study limit reached: for students who have exhausted their work-study eligibility. Students who withdraw from school are ineligible for work study as of the withdrawal date. Departments will be responsible for any wages earned after that date. Terminate using the end of casual employment code. All other options use as appropriate for students leaving prior to the end of the term.

4. SUMMER WORK STUDY AWARDS: Summer work study awards are managed as a completely separate award and job. Unused work-study from the academic year cannot be carried forward. As long as work-study funds are low, students will no longer be automatically packaged with work-study awards for summer. They must request it. Students must be enrolled and attend at least one summer session for a total of at least 6 credit hours. Continuing students with existing jobs will be given priority when awarding Summer Work Study but the remaining budget, if any, will be allotted to all eligible students requesting aid in order of the request date. Departments who know they will need work-study help in the summer must contact the Work-Study coordinator to be sure an allotment of funds can be saved for their use during the summer. Hiring and Authorization follows the same process as for the academic year. E-docs use the same codes as you used for the academic year. The Summer Work Study code is ONLY for students hired under the State program. Do not use this code unless instructed to do so by HR or Financial Aid.

REHIRING YOUR STUDENT FOR THE SUMMER: Students continuing the same job they had in the academic year must be terminated and rehired using the summer beginning and ending dates. A new authorization is required for the summer. Notify the Work Study Coordinator in Financial Aid (preferably by e-mail) if you want to re-hire someone for summer to see if they can have an award and to request an authorization.

REHIRING STUDENTS FOR FALL IS EASY: Employers wishing to rehire their student for the following year must e-mail the work-study coordinator with their request. Include any changes in pay rate or account #. If the student qualifies for work-study an authorization will be prepared before the first day the student is eligible to work and faxed to the employer for signature. The student does not need to complete any paperwork but may need to do a background check if they have new responsibilities that now require a

background check. The student must also note any changes to their address or phone on the authorization. The job does not need to be reposted with Career Services for re-hires. Only for new hires or new positions must a job announcement be filed. If the student is getting a raise the employer can note the increase on the authorization along with any other changes before signing and returning the authorization. The job description should not be changed unless all students hired for this job would be paid at the higher rate.

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BECOMING A WORK-STUDY EMPLOYER IS EASY

1. SUBMIT AN APPLICATION. Currently at IU Southeast only non-profit agencies, government or educational facilities are eligible to participate in the work-study program. IU Southeast departments are already set up and do not need to apply to participate. Schools wishing to participate in the America Reads program must contact Career Services. Agencies wishing to apply must complete the "[Employer Work-study Agreement](#)" form available on our website and submit it to the IU Southeast Financial Aid office. The application process could take a few weeks so apply as quickly as you can. You do not have to be located near the school, nor in Indiana, to participate. Our students live and work in all surrounding counties and we have work-study agencies in all of them.

2. READ AND FOLLOW ALL PROCEDURES LISTED ABOVE

3. READ AND FOLLOW THE WORK STUDY BASICS, LISTED BELOW

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WORK STUDY BASICS

1. Work study award recipients are students who have requested and received a Federal Work Study award. Students are allowed to earn up to the amount of their award.

2. Work-study employers have applied and been accepted into the work-study program at IU Southeast.

3. Employers can save significant money by hiring work study students since 75% of their hourly wage is covered by the federal government (America Reads program pays 100%).

4. RESTRICTIONS: certain restrictions of the federal work-study program include but are not limited to:

1. Student workers cannot displace a regular worker or fill a regular position
2. Student workers cannot work in positions that support a specific political party, candidate or issue
3. Student workers cannot work in positions that support a particular religion.
4. Student workers cannot earn over-time pay, therefore they cannot work more than 40 hours per week and should work no more than an average of 20 hours per week when school is in session.

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