

YOUR WORK STUDY POSITION

A guide for students who have been hired in a work study position

Questions about your award:	Leslie Turner or Kelly Bowling	(812) 941-2246	lturner@ius.edu
Questions about your paycheck:	Trina Ruby or Denise Jones	(812) 941-2499	kemill@ius.edu
Questions about tutoring or job listings:	Kelly Lorch or Lynn Prinz	(812) 941-2275	kjlorch@ius.edu

Somebody want to hire me. Now what? Great! If you are working on campus your department will ask you to fill out some forms and you may be required to have a background check. Once that is returned and your paperwork is completed you can begin work. If you are working off-campus, send an e-mail to your Financial Aid Work Study Coordinator with the details of your position. You must also complete paperwork in Human Resources. Your supervisor must sign an authorization before you can begin work. Please have your supervisor contact the Work Study Coordinator by phone or email.

In any work-study position, you are actually paid by and work *for* Indiana University Southeast. Our Human Resources department receives and processes your time sheets and issues your checks or payroll receipts. You will be instructed on how to fill out and turn in your time sheets for payment, and we'll get you set up in the computer system so you can get paid.

Scholarship Opportunity: Your employer will complete an evaluation of your job performance at year's end and that evaluation, along with records of your participation in work-study training opportunities we provide, may result in a scholarship for you the following year. You do not need to apply for this scholarship and you will be notified if you are a recipient. If you wish your on-line training completion to be considered, forward your "Passing Notice" e-mail for each course to the Financial Aid Work Study Coordinator. Attendance is taken at all other relevant activities.

Training Opportunities: Your employer may require you to participate in any or all of the free work-study training sessions offered on-line. You may also choose to participate on your own. Your participation will be taken into consideration when the Work-Study Scholarship committee meets. The following training opportunities are available to you:

- Freshman Work-Study Orientation – held during Orientation before fall semester – 60 minutes
- On-Line Student Employee Training – available 24/7 at <http://usafunds.elogiclearning.com> (First-time users create an account using 00181700 as the school code) – 30 – 45 minutes each
 - 001 Workplace Time-Management Skills 0607 Academic Year
 - 002 Dealing With Difficult Situations 0607 Academic Year
 - 003 FERPA and Confidentiality 0607 Academic Year
 - 004 Effective Communication Skills 0607 Academic Year
 - 005 E-Mail and Telephone Etiquette 0607 Academic Year
 - 006 Business Etiquette and Office Culture 0607 Academic Year

Referral Service: Seniors who have participated in the work-study program and received an excellent evaluation will be given a Certificate of Merit and a letter of recommendation they can list on and/or attach to their resume when applying for a position.

Time to get to work! Work out your schedule with your employer and be responsible about your commitment. Make sure you know who to call if you have a conflict and keep their number with you. Remember - calling ahead to ask permission for a study or sick day is always better than calling afterward to apologize for not showing up. Remember that this position is a privilege, not an entitlement. You CAN be fired! Some day you will need a good work reference, and this can be a great start for your resume.

Track your earnings! Once you are hired Financial Aid will evaluate your work-study award and if possible will increase it to its maximum possible amount, which could be as much as \$5000 for the year. This means you can earn up to this amount. Unearned work-study funds do not carry over to summer or the following year. Use the **tracking form** available on our website under the Work Study form section to help you track your earnings.

Summer work-study awards are by request only and generally go to students who are already employed in critical IUS or non-profit areas. It is your responsibility to keep track of your earnings. It is against federal regulations for you to be paid more than your work-study award. A tracking sheet is provided to help you. If you have already gone over your award limit, you must stop work immediately and notify your supervisor.

I have a work-study job, but I have some questions -

I'm reaching my work-study limit. What do I do? Be very careful! You may have already been given the maximum amount you can receive. Discuss your situation with your supervisor but **DO NOT** earn more than your limit.

I want to change to a different work-study position. What do I do? If you have already found another position on campus or at an *authorized* off-campus location, contact Financial Aid. *You cannot switch work-study jobs without prior authorization.* Talk to your current employer about the change. Remember, this is a real job. Communication with your employer is very, very important. If you need to resign your position, please speak with your supervisor and let Financial Aid know.

Can I work more than one work study job? Yes, you can, but you must contact the Financial Aid office before you begin. Both employers must be aware of and agree to sharing your work study allowance, the second job and the split in your allowance must be entered in the system and notifications sent out, and of course there is more paperwork to do! Call and make an appointment to see the Work Study Coordinator.

I didn't earn my entire award. Can I keep working in the summer until I earn it all? No. Generally speaking you may not work past the last day of Spring classes. If you are attending school in the summer you may qualify for an additional work study award.

To apply for the SSACI State Summer Full-Time Work-Study Program, visit <http://www.ssaci.in.gov>. Positions for this program are available at IU Southeast and throughout the community and the county where you live.

I want to work in the same place next year. What do I do? You still have to file a FAFSA and indicate you are interested in work study. If you qualify you will be given a work study award. Please notify your supervisor you would like to continue and ask them to send the Work Study Coordinator an email request for a renewal authorization.

I am having trouble with my work study job. What do I do? Speak with your supervisor. If you cannot for some reason make an appointment with the Work Study Coordinator in Financial Aid.

More questions? Visit our [website](#) first for answers, or talk to your supervisor. Contact the Work-Study Coordinator at (812) 941-2029 or 2246, or e-mail Leslie Turner at lturner@ius.edu for more information.