

Off-Campus Work Study Guidebook

Contact Information:

Student Employment Center

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Work Study Introduction

Each year, several hundred Western Washington University students are awarded Work Study. The Off-Campus Work Study Program allows students with demonstrated financial need to receive work experience in their projected career field. The Work Study program encourages students to work in community service areas related to their academic interest so off-campus jobs are particularly helpful when the students career path takes them outside of what the University has to offer. Positions are developed with both non-profit agencies and private businesses as well as government institutions.

Our Work Study program doesn't just benefit the students: a percentage of the Work Study students' gross earnings are reimbursed to the employer. The reimbursement amounts range from 40%-75% depending on the nature of the student's position.

Rules

There is no guarantee that an employer will become an approved Off-Campus Work Study Employer. There is also no guarantee that an employer will receive a work study student to fill their position. All prospective and approved employers must be aware of and abide by these rules:

- All positions must not exceed 19 hours per week over the period of enrollment for which the student has received an award. Positions are restricted to a maximum of 40 hours per week during break periods. However, keep in mind that most students work study award will not permit them to work these maximum hours. Most awards will only accommodate 10-15 hours per week.
- Employers and student employees are responsible for keeping track of the work study earnings. It is both the students and the employer's duty to ensure the students do not earn more than they are allotted for each quarter. The Off-Campus Coordinator will provide a monthly report of the student employees' earnings.
- The student employee must have an hourly pay rate.
- The students hourly pay rate must be at least Washington State minimum wage.
- The student position must be career-oriented and therefore cannot include labor tasks, food services, or janitorial services.
- The position must not be related to partisan politics or religious activities.
- All off-campus work study positions must be within the Whatcom and Skagit counties.
- Reimbursement Vouchers must be sent to the Student Employment Center at least once per month and no more than fifteen days after the pay period. Vouchers submitted after these deadlines will not be reimbursed.
- There is no work study available during the summer months.
- The position should last for the entire academic year, approximately September 16, 2018 to June 15, 2019. Please be mindful that any wages earned outside of these dates cannot be reimbursed by Western Washington University.
- Employers must have an established business or organization in order to become a work study employer.
- The hiring of student employees must not result in the displacement of regular employees.
- If the employers' needs or economic conditions change, the employer holds the right to terminate the contract.

Please read your Contract for additional rules and contact the Student Employment Center if you have any questions.

Becoming a Work Study Employer

If an employer is interested in or has questions about the Off-Campus Work Study Program, they should contact the Student Employment Center. The Off-Campus Coordinator will speak with potential employers to determine what type of contract they'd be eligible for.

Prospective Employer Profile

Most employers will be asked to complete a Prospective Employer Profile (note: different from Employer Profile form). This form helps the Off-Campus Coordinator determine an employer's eligibility by gathering the following information:

- Name of Business/Organization
- Contact Person, Position, and Contact Information
- Website
- IRS Tax Type
- Student Job Title
- A brief description of the students' anticipated duties

Eligible Prospective Employers are then sent a New Employer Packet containing the Contract, Employer Profile form, an Important Dates document, and Job Description posting instructions.

New Employer Packet Contents

Employer Packets will be emailed in .pdf or .doc format. If an employer prefers to have paper copies they may request that the Off-Campus Coordinator mail the Employer Packet. All Employer Packet materials (except State Contracts) must be completed and returned to the Student Employment Center in order for the approval process to begin. The earlier the contract is returned, the more likely it is for a student to fill the position.

State Contract and Federal Contract Differences

The State Contract is for profit-seeking organizations, public schools, non-profits, and state agencies. Reimbursement rates vary, depending on the type of organization, job performed and student eligibility. All contract materials are to be sent to the Washington Student Achievement Council, and after approval they will be forwarded to the Student Employment Center. The contract materials for State Employers can be found on the WSAC website:

<http://www.wsac.wa.gov/>

The Federal Contract is for Community Service organizations with a reimbursement rate dependent on the type of organization, job performed and student eligibility. This contract will be processed through the Student Employment Center and all contract materials should be sent to the Off-Campus Coordinator.

Most contracts are approved, but if an employer's contract is not, the Off-Campus Coordinator will contact the employer to explain why the contract was denied. The Off-Campus Coordinator will work with the employer to see if there are any possible corrections to be made in order to get the contract approved.

Employer Profile

This document provides the Student Employment Center information about an employer's business/organization. The following information will be requested:

- Name of business/organization
- IRS Federal Employer ID Number
- Registered UBI Number
- Number of years in operation
- Number of employees, full-time and part-time
- Description of goods and services provided
- Description of working environment
- Description of Board of Directors/Corporation
- Six Yes/No questions regarding cash flow, consumer protection, labor disputes, political action/affiliation, and license/certificate problems.

Employers are not required to submit a new Profile each year, but the Off-Campus Coordinator may ask an employer to complete a new Profile if the previous one is three or more years old.

Job Descriptions

In order to hire a student, the employer must submit a Job Description which contains the following:

- Job Title
- Available Positions
- Pay Range, which must be at least Washington State minimum wage
- Hours per Week, which must not exceed the 19 hours/week average
- Effective Dates for this Position, which must be within September 16, 2018 to June 15, 2019
- Job Description: outlines the student employees' tasks and responsibilities
- Educational Benefits: states what skills and experience the student should expect to gain while working with the business/organization
- Minimum/Preferred Qualifications: specifies what technical, educational, or personal skills the student should possess in order to apply for the position
- Application Procedure: provides clear instructions on how to apply

All jobs go through an approval process, so it may take anywhere from a few days to a week to approve a position depending on how busy the Student Employment Center is. It is suggested that employers submit their job description as early as possible.

Posting Jobs Online

As an alternative option to emailing a Job Description form, established employers may choose to submit their updated Job Descriptions through their account on our website at <http://www.finaid.wvu.edu/studentjobs/> Employers may request their Login information at any

time. If the employer already has a student in mind for the position, they are to submit the job but contact the Off-Campus Coordinator to inform them that the job should not be posted. The off-campus work study positions will be posted as early as July 1st.

Important Dates

Before the start of the academic year, each employer will receive an Important Dates document. This will inform employers of the first and last days students can earn under the Off-Campus Work Study Program. This sheet also contains specific dates for WWU enrollment and break periods.

Hiring a Work Study Student

Students who are awarded work study will receive a Confirmation of Work Study letter with information regarding their work study award. Work study students are instructed to save this form and present it to the employer during an interview as proof of the students' work study funds. Students navigate the Student Employment Center website to search for and apply to a position that matches their interests. The employers then contact promising students to schedule interviews.

Interviews

Employers should keep in mind that some students do not have any work experience and that this may be their first interview. A good way to start the interview is to find out the student's background. An employer could ask questions such as:

- What is your class standing at Western Washington University?
- What Majors are you interested in?
- Are you from the Bellingham area?

It is important to understand what the student's personality and communication skills are, but it is also important to find out why the student would be a good match for a position. An employer could ask questions such as:

- What about this position interests you?
- How would this position help you in the future?
- What skills do you have? (computer knowledge, organized, works well with people)
- How many hours a week would you like to work?

If the employer chooses to hire the student, they both must complete and sign the Confirmation of Employment form and return it to the Student Employment Center.

This form is provided to the employer once they have posted their job descriptions and began their search. It is essential that this form be submitted as soon as possible, because any delay will also delay the processing of the reimbursement checks. Please note that the student is not an employee of Western Washington University and all additional hiring forms (W-4, I-9) need to be processed by the employer.

Confirmation of Employment

This document informs the Student Employment Center that an employer has agreed to hire a student. It is important to send the Confirmation of Employment to the Student Employment Center promptly. The Off-Campus Coordinator will not send Reimbursement Vouchers to the employer until the Confirmation of Employment is processed by the Student Employment Center. The fields on this form include:

- Name of Student Employee
- Student Employee WWU ID Number
- Approved Work Study Job Title
- Work Study Pay Rate
- Signature and Date of Student Employee
- Date Student Will Begin Working
- Name of Agency/Organization
- Name of Contract Holder
- Signature and Date of Contract Holder
- Name of Supervisor of Student Employee
- Signature and Date of Supervisor
- Quarterly Break Down of the Students Work Study Award

Determining the Work Schedule

The first step in determining a student's work schedule is agreeing on an hourly pay rate. The next steps are to:

- Divide the student's total award by three to show the award total per quarter.
- Divide the quarterly award by the student's pay rate to calculate how many hours the student may work in one quarter.
- Divide the hours worked per quarter by eleven (there are eleven weeks in one quarter).

For example:

| | |
|-------------------------|------------|
| Student Hourly Pay Rate | \$15.00 |
| Student Total Award | \$4,500.00 |

| | |
|----------------------|---|
| Student Total Award | \$4,500.00 |
| <u>Divided by</u> | <u>3 (quarters in an academic year)</u> |
| \$1,500.00 award per | |

| | |
|--|----------------|
| Quarter Award | \$1,500.00 |
| <u>Divided by Pay Rate</u> | <u>\$15.00</u> |
| 100 estimated hours worked per quarter | |

| | |
|-------------------------------|-----------------|
| Hours | 100 per quarter |
| <u>Weeks in Quarter</u> | <u>11</u> |
| 9-10 estimated hours per week | |

The employer should request a copy of the student’s class schedule, including the hours they are available to work. For Example:

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|----------|--------|---------|-----------|----------|--------|
| 8:00 am | CLASS | CLASS | CLASS | CLASS | CLASS |
| 9:00 am | | | | | |
| 10:00 am | | CLASS | | CLASS | |
| 11:00 am | | CLASS | | CLASS | |
| 12:00 pm | CLASS | CLASS | CLASS | CLASS | CLASS |
| 1:00 pm | | | | | |
| 2:00 pm | WORK | WORK | WORK | WORK | WORK |
| 3:00 pm | WORK | WORK | WORK | WORK | WORK |
| 4:00 pm | | | | | |

Active Employers

Work Study Budget Tracking Sheet

Work study employees are responsible for tracking their earnings. To aid them in this process, the Student Employment Center provides them with the [Work Study Budget Tracking Sheet](#). This tracking worksheet is the student’s tool to ensure their quarterly and annual work study awards are not exceeded. Students are encouraged to fill out and update the tracking sheet regularly. Employers should regularly compare the students’ tracking sheet with the Monthly Earnings Report. Comparing these records verifies he/she does not over earn or exhaust the award.

Because work study is awarded based upon financial aid eligibility, work study award amounts are subject to change or cancellation depending on financial aid adjustments. The Center will promptly notify the employer if these changes occur.

Monthly Earnings Report

It is not the Off-Campus Coordinator’s responsibility to manage any students’ earnings. It is both the employer’s and the student’s responsibility to ensure there are enough funds to last the entire academic year. To assist with this task, the Off-Campus Coordinator will provide a Monthly Earnings Report to employers. It will be sent to the mailing address and will show the students’ total earnings and how much work study funds remain.

Reimbursement Vouchers

Once the Confirmation of Employment is processed, the Off-Campus Coordinator will send Reimbursement Vouchers to the employer in a large manila envelope. Voucher Step-by-Step Instructions will be provided to ensure they are filled out correctly. These documents are also available online at http://www.finaid.wvu.edu/studentjobs/employers/offcamp_ws/voucherinfo.php

If and when an employer needs more Reimbursement Vouchers, they are to contact the Off-Campus Coordinator. Reimbursement Vouchers will never be sent or given to students.

The Reimbursement Voucher is a carbon paper document with three separate sheets. The white is to be sent to or dropped off at the Student Employment Center, the yellow is for employer records, and the pink is for the student. The Reimbursement Voucher asks for the following information:

- Employer Name (as shown on contract)
- Mailing Address
- Employer Phone Number
- Student Name
- Student WWU ID Number
- Student Approved Job Title
- Student Phone Number
- Reimbursement Percentage
- Pay Period Start and End Date
- Total Hours
- Pay Rate
- Gross Earnings
- FICA Amount
- Other Deductions
- Net Earnings
- Student Signature and Date
- Payroll Signature and Date
- Supervisor Signature and Date

Returned Reimbursement Vouchers

Each voucher is hand-checked upon arrival. If a voucher is submitted incomplete or with errors the Off-Campus Coordinator will return it to the employer for correction. It will be sent to the employer with a Voucher Memo that indicates what is missing or incorrect. The employer must correct and return the Reimbursement Voucher to the Student Employment Center in order for reimbursement to occur.

No Funds and Over-Earnings

If an employer or student does not keep track of work study earnings, the student may run out of funds. When this occurs the student must stop working unless the employer agrees to pay the student with the understanding that reimbursement will not occur for any overages. If the student has over-earned their award amount, the Student Employment Center will not reimburse the employer and it is up to the employer to pay the student for all hours worked.

Request for Returning Work Study Students

In preparation for the new academic year, the Off-Campus Coordinator will send a Request for Returning Work Study Students form to employers in late Spring Quarter. If the employer wishes to have his/her current work study student placed with him/her for the next academic year, he/she must fill out the provided Request for Returning Work Study Students .pdf document. The students that are employer requested are placed as priority in work study awarding, however students must maintain eligibility. Awarding depends on availability of funding.

Renewal Contacts

If a Federal employer had an approved contract from the previous year, the Off-Campus Coordinator will email them a Renewal Contract in the early summer. For State employers, the Washington Student Achievement Council will contact them directly to renew their contract in late spring.

Off-Campus Work Study Workshop

Each year the Off-Campus Coordinator and the Student Employment Manager host an Off-Campus Work Study Employer Workshop. Usually held between late summer and early fall this workshop serves as a platform for the Center's Off-Campus Work Study informational presentation. Employers typically come prepared with questions or topics for discussion. Both established and prospective employers are welcome to attend, all will be invited to RSVP.