

Welcome!

2017-2018

Work-Study Orientation

2017-2018
Work-Study Orientation



University of Idaho

- **Financial Aid Office** – Leslie Hammes, Heather Reyes, or DeeDee Bohman
 - 885-6312 or **finaid-workstudy@uidaho.edu**
 - How to find the FA office
- **Human Resources** – 885-3638 or **hr@uidaho.edu**
 - How to find HR

Today's Agenda

- Getting Started + Résumé Building
- What Your Work-Study Award Means to You
- Pay Rates + Job Referral
- Work Schedule + Job Changes
- Work-Study and Your Taxes
- Human Resources + Payroll

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➤ Getting Started

- Everyone should have Accepted their Work-Study award
- Everyone should have selected a position from the Job Directory
 - If you have selected a position, your referral sheet is available today!
 - If you haven't selected a position, your referral sheet will be available in the Student Financial Aid office

➤ Résumé Building— You are establishing a work history

- Treat your Work-Study job like any other employment
- Be responsible and communicate with your supervisor
- A good reference will be a great addition to your résumé



What Your Work–Study Award Means to You

➤ Work-Study is a set award amount

- You will only receive the amount you earn through working
- Paid directly to you through Payroll, not credited to your account with UI
- You cannot earn over the total amount awarded
- You may earn more in one semester than the other
- Plan ahead if you need funds available for the entire school year
- **You will not be paid for days you do not work – sick, holiday, vacation**

➤ Pay Rates – Submitted by your Supervisor

- Federal minimum wage is the minimum pay rate
- Rates are based on the skills and experience required by the job
- Rates are subject to approval
- To calculate the number of hours per week you can work
 - Award ÷ Pay Rate ÷ # weeks
 - \$2,000 ÷ \$7.25 ÷ 32 weeks = 8.62 Hours per week
 - You would earn approximately \$125 / Pay Period



Work – Study Referral Sheet

➤ Take This Form To:

- Contact +
Department Info +
Address

➤ Bottom Section:

- Anticipated Start
Date
- Supervisor
Authorization
- Position Information

University of Idaho
WORK-STUDY PROGRAM REFERRAL

20xx-20xx

TAKE THIS FORM TO:

Jane Vandal
UI Coeur d'Alene Center
UI CoeurD'Alene Center

University of Idaho
Student Financial Aid Services

875 Perimeter Drive MS 4291
Moscow, ID 83844-4291
Phone: 208-885-6312
finaid-workstudy@uidaho.edu
www.uidaho.edu/financialaid

August 15, 2017

Supervisor: Jane Vandal

Supervisor Signature: _____

Department: CDACTR / UI Coeur d'Alene Center

Anticipated Start Date: _____

EPAF Originator: Mary Vandal

Or Other Originator (write-in): _____

Originator Signature: _____

Phone: _____

Email: jvandal@ uidaho.edu

Student Job ID/Title: 33803 / OFFAST

Pay Rate: _____

Background Check Required: Y / N

Dept Budget: _____
(Cannot be a grant budget number)

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What do you need to do?

- Find the contact listed in “Take this Form To” section
 - They will refer you to the supervisor for your position
- Meet with your supervisor
- Discuss the job – Is this the job you were expecting?
- Complete a Criminal background Check if required for position (you will receive an email with instructions if needed)
- Determine an Anticipated Start Date and set a work schedule
- Complete I9 with Human Resources
- Show your supervisor your Work Authorization Card
- Show up on your first day ready to work!
- Inform the supervisor if you are ever unable to work as scheduled



What Else Happens?

- Supervisor / Department will submit EPAF
- Financial Aid will approve the EPAF after verifying the information
- You will receive an email once you have been added to the payroll system
- An Employee tab will appear in Vandal Web – W4, web time entry, W2, and employment history information



Work – Study and your Taxes + HR Info

➤ Work – Study is Taxable Income

- A W-2 will be mailed by January 31. It will be mailed to the W2 Address (from I-9)
- Optional electronic W-2 will be available by the end of the year
- Consult a Tax Professional or the IRS for details about your taxable income
- Include work study earnings on as wages on FAFSA form. Then deduct them via the “Additional Financial Information” section

➤ Save your receipts for fees, books and supplies

- You may be able to deduct these
- All Grant and/or Scholarship aid in excess of expenses paid is taxable income – Form 1098T (available by February 28)
- Consult a Tax Professional or the IRS for details about the Hope Scholarship Tax Credit and other education-related provisions – www.irs.gov and search for “Student”

➤ HR Info – what you need to complete

- E-Verify Contact Info, Work Authorization Card, I-9
- Child Labor Form (if under 18) – Is anyone under 18?

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Human Resources and Payroll

After Criminal Background Check is completed & you have verified your start date:

- Ensure you have the proper documents to complete I-9 (we will discuss on next slide)
- Take Letter to HR → 415 W. 6th Street, next to Taco Time, across from Patty's Kitchen
- Fill out New Employee Paperwork → when complete you will get a Work Authorization Card
- Take your Work Authorization Card & Letter to your Work-study supervisor
- Take the Required New Employee Trainings
- Sign up for Direct Deposit + Set up Tax Deductions
 - Direct deposit form with I-9 paperwork; Accounts Payable & Payroll require separate authorizations
 - W-4 completed in Vandal Web



I9 Verification – ORIGINAL Documents ONLY

LIST A

Documents that Establish
Both Identity and
Employment Authorization

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
 - a. Foreign passport; and
 - b. Form I-94 or Form I-94A that has the following:
 - (1) The same name as the passport, and
 - (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

OR

Photocopies will
be made of provided
documents

LIST B

Documents that Establish
Identity

LIST C

Documents that Establish
Employment Authorization

AND

- | | |
|---|--|
| 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address | 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none">(1) NOT VALID FOR EMPLOYMENT(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION |
| 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address | 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) |
| 3. School ID card with a photograph | 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) |
| 4. Voter's registration card | 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal |
| 5. U.S. Military card or draft record | 5. Native American tribal document |
| 6. Military dependent's ID card | 6. U.S. Citizen ID Card (Form I-197) |
| 7. U.S. Coast Guard Merchant Mariner Card | 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) |
| 8. Native American tribal document | 8. Employment authorization document issued by the Department of Homeland Security |
| 9. Driver's license issued by a Canadian government authority | |
| For persons under age 18 who are unable to present a document listed above: | |
| 10. School record or report card | |
| 11. Clinic, doctor, or hospital record | |
| 12. Day-care or nursery school record | |

Human Resources and Payroll

➤ Your Department may need:

- An Application? -An Interview? -Reference Check?
- Additional Forms or Signatures
- Satisfactory Results from: Criminal Background Check or Driving Background Investigation

➤ You will need to:

- Give your supervisor your referral sheet – Set an Anticipated Start Date
- Complete Criminal Background Check if needed – confirm start date
- Go to Human Resources → Complete and fill out I-9 and Work Authorization Card
- Show Work Authorization Card to Supervisor
- Record your hours using Web-Time Entry + Submit your timesheet ON TIME
- Take the required trainings

➤ Your Supervisor will:

- Sign your Referral Sheet (After Work Authorization Card)
- Add your info into our Payroll System, Verify Start Date
- Communicate Timesheet Deadlines
- Review and approve electronic timesheet



Frequently Asked Payroll Questions

➤ When will I get my first Paycheck? \$\$\$

- 2-Week Pay Lag – 1st check two or more weeks after you submit your 1st timesheet
- Submit Timesheet by Required Deadline
- Many students will not get their 1st paycheck until Late September – depends on date started working

➤ What is my timesheet?

- You will use your timesheet to keep an accurate record of hours worked
- University of Idaho uses an online timesheet (Web Time-Entry)
- Vandal Web under “Employee Tab” then “Payroll” – Note: After EPAF is posted

➤ How often do I submit my timesheet?

- You should log your time in and out each day you work
- Submit your timesheet every two weeks by the specified deadline

➤ How do I know when to submit my timesheet?

- If your supervisor does not communicate a timesheet deadline – Be Sure to ASK them!



Frequently Asked Paycheck Questions

➤ What if the timesheet deadline is during a non-workday?

- You are still responsible to submit your timesheet – even if you are not at work or school
- We recommend you submit on the last day you work for Pay Periods before breaks – Thanksgiving, Winter, Spring

➤ What happens if I forget to submit my timesheet?

- Your paycheck will be delayed
- Timesheet must be manually created (Excel)
- Your pay will be added to your next check – meaning an additional two week delay

➤ How will I get paid?

- Employees are paid via Direct Deposit

➤ How do I update my contact information?

- vandalweb.uidaho.edu
- Personal Information / Address Menu → Then Update your Address(es) and Phone(s)
- Update W2 Address if needed – fill out form @ www.uidaho.edu/payroll → select W2 Address Changes



Job Changes

➤ You may change jobs

- Ask your supervisor for options
- Review our job directory for open positions
- When choosing a job, consider your expectations and available hours

➤ Fill out a Job Change Form available online @ www.uidaho.edu/financial-aid/forms

- Complete #G5 under General Forms
- Next business day after 2 pm
- Pick up a new Referral Sheet @ Student Financial Aid



Financial Aid Office

➤ See the Work–Study Coordinator for:

- Issues with your job that you have been unable to resolve with your supervisor
- If you will not be able to earn your award in your current position
- Any work study concern

➤ **You must re–apply for Financial Aid annually!**

- FAFSA Available Date = October 1st
- FAFSA Priority Date = December 1st
- Eligibility will be calculated annually based on submitted FAFSA information
- If you Miss this Priority Date you won't be awarded Work-Study or SEOG

