WORK-STUDY SUPERVISOR REFRESHER

STUDENT FINANCIAL AID SERVICES

Phone: 5-6312
finaid-workstudy@uidaho.edu
IMPORTANT DATES

- November 6, 2017 – job rollover opens (roll from 1718 to 1819)
- December 1, 2017 – priority date to submit 1819 FAFSA
- By January 1, 2018 – incoming students will be able to select jobs for the 1819 academic year
- By April 1, 2018 – continuing students will be able to select jobs for the 1819 academic year
- August 20, 2018 – May 10, 2019 – dates to earn 1819 academic year work study funds
WORK-STUDY PROGRAM OVERVIEW

- Awards are typically $2000
- Jobs are intended to be part-time
- Supervisors are expected to respect students’ academic and personal needs
- The student is expected to work
HOW STUDENTS GET WORK-STUDY

• Indicate interest on FAFSA
• Submit FAFSA by December 1st
• Demonstrate financial need
WORK-STUDY MANAGEMENT ROLES

- **Supervisor**
  Request jobs, roll jobs, supervise students

- **Delegate**
  Proxy for Primary Delegate

- **Primary Delegate**
  Approve jobs
REQUESTING A NEW POSITION

1. Fill out the New Supervisor Form
   - Email us the completed form

2. Contact us
   - We will give you supervisor access

3. Go to Vandal Web
   - UI Administrative Tasks->Work-Study Management->Request a New Work-Study Job
WORK-STUDY MANAGEMENT

• Request a job
• Check the status of job requests
• Access the job directory
• View student balances
• Rollover job(s)
PAY RATES

- Wage should be based on TH guidelines and skill level
- Minimum wage is $7.25 per hour
- Please justify pay rates over $12.00 per hour
FILLING OUT THE JOB REQUEST

• Make sure job description is clear

• Emphasize special requirements:
  - “Will Train”
  - “X’ major required/not required”
  - Available work hours
  - Background checks
  - All applicants interviewed

• Department pays for Background Checks

Jobs must be approved by the Delegate
COMMUNITY SERVICE

Indicate “Yes” on the job request form if...

• Facilities/services are open to the general public

• Improves the quality of life for Moscow community residents, not just UI community

Examples: day care, community tutorial services, recreation, early childhood education
REFERRAL FORMS

• Students can receive referral forms at:
  - Work-Study Orientation
  OR
  - Financial Aid beginning August 20th

• Indicates who the student should contact first
  - Notify us of any changes to contact information
REQUESTING A STUDENT

• Request or deny students during the rollover process

• Students must have a work-study award for 1819
  • There is a student waitlist but no guarantees
  • These students will not be able to work until almost November
  • Also departmental request list – limited discretionary funds

• Student will see the request when they log into the job directory and must accept it to be placed in the job
University of Idaho
WORK STUDY PROGRAM REFERRAL
2017-2018

TAKE THIS FORM TO:
Dan Lawson
Univ Support Svcs Swim Center
Swim Center Pool Office "Issue" Rm

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is currently eligible to participate in the Work-Study program and earn up to $2000 for the academic year:
August 21, 2017 to May 31, 2018

STUDENT:

* Obtain a Work Authorization Card from Employment Services at Human Resource Services. You will need to show document(s) from the I-9 form page to prove your identity and work eligibility.

1. See your Supervisor and determine your Anticipated Start Date
2. Complete a Criminal Background Check if required for position (you will receive an email with instructions if needed)
3. Visit Human Resources (HR) to complete your I-9 packet and show work eligibility document(s)
4. Return to your Supervisor and show them the Work Authorization Card
5. Supervisor and/or Department will submit an EPAF and add you to the Payroll system
6. You will receive an email from Payroll when you have been added
7. An Employee tab will appear in Vandal Web - W4, web time entry, and employment history

***Supervisors Fill Out Reverse***
REFERRAL FORMS (CONTINUED)

- The form must be completed and signed
  - Anticipated Start Date
  - Work-Authorization Card
  - Budget Code
  - Pay Rate
  - Supervisor and EPAF Originator Signatures
SUPERVISORS

1. Students MUST NOT begin work without their Work Authorization Card.

2. Generate an EPARF using the work-study information below. The Work Study Coordinator will authorize the EPARF submission.

Federal WS: PCLSFX-009020 02 LABOR DIST - VC W-000 EMPLOYEE CLASS CODE: SF

3. All money earned over the award amount will be charged to the department's MEGS Budget E Code through an IDG or Cost Transfer.

4. The student's earnings and remaining balance can be viewed on your Vandalweb. Click "Work Study Management" on the main menu, then "View This Job" and scroll down to view each student.

5. Students may not work more than 8 hours in one day or 40 hours a week and may only work within the academic year: August 21, 2017 to May 11, 2018.

I certify this student is deemed satisfactory for the WS job listed below. By submitting an EPARF, I have agreed to all the rules and regulations pertaining to the Work-Study program.

Supervisor: Lawson, Daniel M.
Supervisor Signature: ____________________________
Department: SCSW/SM Unv Support Svcs Swim Center
Anticipated Start Date: __________________________
EPAF Originator: Gardner, Cheryl A.
Or Other Originator (write-in): ____________________
Originator Signature: ____________________________

Phone: ____________________________
Email: Dawson@uidaho.edu
Student Job ID/Title: 33752 / LIFEGU
Pay Rate: ____________________________
Background Check Required: Y / N
Dept Budget: ____________________________
(Cannot be a grant budget number)
EPAFs

- Information is provided on the referral form
- Position code, suffix and employee class must match referral sheet
- Please justify any wage over $12/hour
- We will review the pay rate history for the position and/or returning employee before approving EPAF
- All students in the same position should start at the same rate – can progress if returning
REPLACING WORK-STUDY STUDENTS

• Please counsel students and allow the opportunity to correct issues
  - Follow HR guidelines
  - Provide us with a copy or cc us on email correspondence

• Please make us aware of serious infractions
  - Student will be terminated from work-study program
STUDENTS CAN AND CANNOT

• Can
  - Work over winter break if enrolled for spring
  - Work University holidays

• Cannot
  - Work overtime
  - Work if they have an unevaluated SAP
  - Work if they have an unresolved C399
CLOSING

• We do not need referral sheets to approve the EPAF

• To add new 1718 positions after 11/3/17 contact finaid-workstudy@uidaho.edu

• Please keep the supervisor information updated
  -Change of Supervisor form available on website
CONTACT INFORMATION

Please reach out with questions or concerns

• Work study coordinator – Zachary Thompson
  • finaid-workstudy@uidaho.edu
  • 208-885-6312

• Associate Director – Leslie Hammes
  • lhammes@uidaho.edu
  • 208-885-6312