

# WORK-STUDY SUPERVISOR REFRESHER

STUDENT FINANCIAL AID SERVICES

Phone: 5-6312

[finaid-workstudy@uidaho.edu](mailto:finaid-workstudy@uidaho.edu)



University of Idaho

# 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 1<sup>st</sup>
- 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 20<sup>th</sup>
- 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  
Unv Support Svcs Swim Center  
Swim Center Pool Office "Issue" Rm

**University of Idaho**  
Student Financial Aid Services

875 Perimeter Drive MS 4291  
Moscow, ID 83844-4291  
Phone: 208-885-6312  
Financial Aid Work Study@uidaho.edu  
www.uidaho.edu/financialaid

August 15, 2017

[REDACTED]

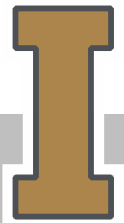
is currently eligible to participate in the Work-Study program and earn up to \$2000 for the academic year:  
August 21, 2017 to May 11, 2018

**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 information

**\*\*\*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



**Student:**  
**ID:**  
**Award:** \$2000

**SUPERVISORS**

1. Students **MUST NOT** begin work without their Work Authorization Card
2. Generate an EPAF using the work-study information below. The Work Study Coordinator will authorize the EPAF submission.

**Federal WS: PCN.SFX - 009020 02 LABOR DIST - VC W000 EMPLOYEE CLASS CODE: SF**

3. All money earned over the award amount will be charged to the department's MICS 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

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

**Supervisor:** Lawson, Daniel M. **Phone:** \_\_\_\_\_  
**Supervisor Signature:** \_\_\_\_\_

**Department:** SSCSWM / Univ Support Svcs Swim Center **Email:** dlawson@uidaho.edu

**Anticipated Start Date:** \_\_\_\_\_ **Student Job ID/Title:** 33792 / LIFEГУ

**EPAF Originator:** Gardner, Cheryl A. **Pay Rate:** \_\_\_\_\_  
Or Other Originator (write-in): \_\_\_\_\_

**Originator Signature:** \_\_\_\_\_ **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 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](mailto: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](mailto:finaid-workstudy@uidaho.edu)
  - 208-885-6312
- Associate Director – Leslie Hammes
  - [lhammes@uidaho.edu](mailto:lhammes@uidaho.edu)
  - 208-885-6312

