



University
of Idaho

WORK STUDY SUPERVISOR REFRESHER

2019-2020



IMPORTANT DATES

- I** November 2018 – job rollover opens (roll from 1819 to 1920)
- I** December 1, 2018 – priority date to submit 1920 FAFSA
- I** By January 1, 2019 – incoming students will be able to select jobs for the 1920 academic year
- I** By April 1, 2019 – continuing students will be able to select jobs for the 1920 academic year
- I** August 26, 2019 – May 15, 2020 – dates students can work to earn 1920 academic year work study funds



WORK STUDY PROGRAM OVERVIEW

- I Awards for the academic year are typically \$2000
- I Scholarships can decrease students awards and remaining funds they can earn
- I Jobs are intended to be part-time
- I Supervisors are expected to respect students' academic and personal needs – Be Accommodating!
- I The student is expected to work



HOW DO STUDENTS GET WORK STUDY?

- I** Indicate interest on the FAFSA every year
- I** Submit FAFSA by December 1st
- I** Demonstrate financial need



WORK STUDY MANAGEMENT ROLES

I Supervisor

- Request jobs
- Roll jobs
- Supervise students

I Delegate

- Proxy for Primary Delegate

I Primary Delegate

- Approve jobs



REQUESTING A NEW POSITION

I Complete the New Supervisor Form

- Email it to Zach at finaid-workstudy@uidaho.edu

I Contact us

- We will grant you supervisor access

I Go to Vandal Web

- UI Administrative Tasks
- Work Study Management
- Request a New Work Study Job



WORK STUDY MANAGEMENT

I From this page you can:

- Request a Job
- Check the status of job request
- Access the job directory
- View student balances
- Rollover job(s)



PAY RATES

- I** Wage should conform to TH guidelines based on required skills and/or experience
- I** Minimum wage is \$7.25 per hour
- I** Please justify any pay rate over \$12 per hour



FILLING OUT THE JOB REQUEST

I Provide a clear job description

I Emphasize any special requirements:

- “Will train”
- X major/class required/ not required
- Hours a work study student should be available
- Is a background check required?
- “All applicants interviewed”

I Department pays for Background Checks

I Requested jobs must be approved by the Delegate



COMMUNITY SERVICE

I Indicate “yes” on the job request form if:

- Facilities/services are open to the general public
- The facility/service improves the quality of life for the Moscow community, not just UI community
 - Examples: day care, community tutorial services, recreation, early childhood education



REFERRAL FORMS

I Students can receive referral forms at:

- Work study orientation or
- Student Financial Aid Services beginning August 26th at 8 am

I Indicates who the student should contact first

- Notify us by July 15th of any changes to contact information
 - Name
 - Location



REQUESTING A STUDENT

I Request or Deny students during rollover process

- If you don't do it before you roll the job, contact Zach (finaid-workstudy@uidaho.edu)
- If your positions have not already been selected, we will accommodate your request

I Students must have a work study award for 1920

- There is a student waitlist but no guarantees
- Often waitlisted students we award don't work until November
- I maintain a departmental request list with extremely limited discretionary funds

I Student will see the request when they log into the job directory

I They must accept it to return the following academic year



REFERRAL SHEET – FRONT PAGE

University of Idaho
WORK-STUDY PROGRAM REFERRAL
2018-2019

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

TAKE THIS FORM TO:

Debbie Huffman
ASUI/Student Activities
Idaho Commons 406C

August 13, 2018

[REDACTED]

is currently eligible to participate in the Work-Study program and earn up to \$2000 for the academic year:
August 20, 2018 to May 10, 2019

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



WHAT STUDENTS ARE TOLD

I Your Department may require:

- An application, an interview, a reference check
- Additional forms or signatures
- Satisfactory results from a Criminal Background or Driving Background Check

I You need to:

- Give your Supervisor the referral sheet and set an **Anticipated Start Date**
- Complete the Criminal background Check and confirm start date
- Go to HR -> Complete I9 to receive **Work Authorization Card**
- Show Work Authorization Card to Supervisor
- Record hours in Vandal Web using web time entry
- Submit time sheet ON TIME
- Take required trainings

I Your Supervisor will:

- Sign your Referral Sheet
- Add you into the Payroll system
- Communicate time sheet deadlines
- Review and approve electronic timesheet



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finaid-workstudy@uidaho.edu
www.uidaho.edu/financialaid

[REDACTED]
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.

State WS: PCN.SFX - 009021 02 LABOR DIST - VF W000 EMPLOYEE CLASS CODE: SI

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 20, 2018 to May 10, 2019

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: O'Neal, Shawn T.
Supervisor Signature: _____

Phone: _____

Department: SUBASU / ASUI/Student Activities

Email: shawno@uidaho.edu

Anticipated Start Date: _____

Student Job ID/Title: 36423 / OFFAST

EPAF Originator's Name: _____

Pay Rate: _____

Originator Signature: _____

Background Check Required: Y / N

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



EPAFS

- I Information provided on referral form
- I Position code, suffix and employee class must match referral sheet
- I Please explain any wage over \$12/hour when submitting the EPAF
- I We will review pay history for the position and returning employees before approving the EPAF
- I All students in the same position with the same length of time in the position should start at the same rate – if they have experience in the position you can advance their wage above the prior year



REPLACING WORK STUDY STUDENTS

I Please counsel students and allow them the opportunity to correct issues

- Students are UI employees and are entitled to certain protections
- Follow HR guidelines
- Provide us with a copy of any relevant email correspondence

I Please notify us of serious infractions

- The student will be terminated from the work study program



THINGS TO BE AWARE OF

I Students can work

- Over winter break if enrolled for spring
- University holidays

I Students can't work

- Overtime
- If they have an unresolved RAP
- If they have outstanding required documents



IN CLOSING:

- I** You don't have to send us referral sheets in order for us to approve the EPAF
- I** To add new 1819 positions after 1920 opens contact Zach finaid-workstudy@uidaho.edu
- I** Please keep supervisor information current
 - Change of Supervisor form available on the website



CONTACT US

I Zachary Thompson – Work Study Coordinator

- Finaid-workstudy@uidaho.edu
- 208-885-6312

I Leslie Hammes – Associate Director

- lhammes@uidaho.edu
- 208-885-6312

I Academic year office hours – 9:30 – 5

I Summer office hours – 9:30 – 4:30