

# WORK-STUDY SUPERVISOR WORKSHOP

STUDENT FINANCIAL AID SERVICES

Phone: 5-6312

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



University of Idaho

# IMPORTANT DATES

- November 7, 2016 – job rollover opens (roll from 1617 to 1718)
- December 1, 2016 – priority date for 1718 FAFSA
- By January 1, 2017 – award notices to incoming students begin and they will be able to select jobs for the 1718 academic year
- By March 1, 2017 – award notices to continuing students begin and they will be able to select jobs for the 1718 academic year
- August 21, 2017 – May 11, 2018 – acceptable dates for 1718 academic year work study hours



# WORK-STUDY PROGRAM OVERVIEW

- Awards are typically \$2000
- Jobs are meant to be part-time
- The student is expected to work
- The student cannot begin working until August 21, 2017



# HOW STUDENTS GET WORK-STUDY

- Indicate interest on FAFSA
- Submit FAFSA by December 1<sup>st</sup>
- Demonstrate financial need



# 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**



# FILLING OUT THE JOB REQUEST

- Make sure job description is clear
- Emphasize cases of:
  - “Will Train”
  - “X’ major not required”
- Department pays for Background Checks
- Jobs must be approved by a 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 community residents  
Examples: day care, community tutorial services, recreation, early childhood education



# WORK-STUDY MANAGEMENT

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





# WORK-STUDY MANAGEMENT ROLES

- **Supervisor**  
Request jobs, roll jobs, supervise students
- **Primary Delegate**  
Approve jobs
- **Delegate**  
Proxy for Primary Delegate



# HOW ARE WORK-STUDY POSITIONS FILLED?

- Jobs appear on job directory
- Student selects job  
Incoming students will begin selecting in late December
- Interviews are optional



# REFERRAL FORMS

- Students can receive referral forms at:
  - Work-Study Orientation
  - OR
  - Financial Aid Office the first day of classes
- Indicates who the student should contact first
  - Notify us of any changes to the initial contact, supervisor or primary delegate



# REFERRAL FORMS (CONTINUED)

- The form must be completed and signed

- Anticipated Start Date

- Work-Authorization Card

- Budget Code

- Pay Rate

- Supervisor **and** Delegate Signatures



# PAY RATES

- Wage should be based on TH guidelines and skill level
- Minimum wage is \$7.25 hr.
- Please justify pay rates over \$10.00 hr.



# EPAFs

- Information is provided on the referral form
- Position code, suffix and employee class must be correct
- Please justify any wage over \$10/hour
- We must receive a completed referral form before we will approve
  - please scan and email to [finaid-workstudy@uidaho.edu](mailto:finaid-workstudy@uidaho.edu)



# JOB ROLLOVER

- Existing jobs must be “rolled” forward
  - 1718 Rollover begins **11/7/16**
- The person who will track the student’s hours should roll the job
- The roll button **will disappear** once successfully rolled



# REQUESTING A STUDENT

- Request students during rollover
- You can also deny a student
- Students must have a work-study award for 1718
  - There is a student waitlist but **no guarantees**
  - Also departmental request list – **limited** discretionary funds
- Student must accept the request





# REPLACING WORK-STUDY STUDENTS

- Please allow students the opportunity to correct issues
  - Notify student in writing
  - 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



# STUDENT CAN'S AND CANNOT'S

- Can
  - Work over winter break if enrolled for spring
  - Work University holidays
- Cannot
  - Work overtime
  - Work if they have an unevaluated SAP



# CLOSING

- We prefer documents be emailed to us
- To add new 1617 positions after 11/4/16 contact [finaid-workstudy@uidaho.edu](mailto:finaid-workstudy@uidaho.edu)
- Please keep the supervisor information updated
  - Change of Supervisor form available on website



THANK YOU



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