WORK-STUDY SUPERVISOR WORKSHOP

STUDENT FINANCIAL AID SERVICES

Phone: 5-6312
finaid-workstudy@uidaho.edu
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 1st
• 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
**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

• Please keep the supervisor information updated
  - Change of Supervisor form available on website
THANK YOU
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