Welcome to the Work-Study Overview
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Federal or state funded program that provides supplemental funding to on-campus departments, or approved off-campus employers, who hire students qualified for work-study

- **Hiring Department** – pays 25% of students’ earnings
- **Federal/State Government** – pays 75% of students’ earnings
Factors That Affect Awards

- Did not meet Satisfactory Academic Progress (SAP)
- See: http://www.utdallas.edu/student/finaid/SAP.html
- Withdrawal from school
- Course load falls below half-time (in fall or spring 6 semester hours – undergrads; 5 semester hours - graduates)
- Additional loans, unexpected scholarships, grants
FICA

- Applies for students working at the institution where they are enrolled
- Exempt if enrolled at least half-time
- Withholding not required during intersession and break periods of 5 weeks or less
- Employed but not registered for summer session, FICA withheld
Federal Regulations

- Students must **work** and **earn** amount being paid
- Students cannot skip class to work (this has come up in audits)
- Cannot use work-study wages for work performed after a student withdraws
- Advances on work-study are prohibited (students **cannot** be paid for hours not worked)
Federal Regulations

All work-study positions must have a job description on file in CometCareers (www.utdallas.edu/career):

- Name and address of employer
- Purpose of the job
- Duties and responsibilities
- Job qualifications
- Wage rate or range
- Start and End Date
- Name of supervisor
The Quantity of Work Rule (Administrative Policies & Procedures Manual D2.200.0) http://www.utdallas.edu/utdgeneral/business/admin_manual/pdf/d22000.pdf) for student employees states,

“A student’s combined employment and semester hours may not exceed forty (40) hours per week.”
FWS funds **cannot** be used to pay:

- Worker’s compensation (WCI)
- Unemployment Compensation Insurance (UCI)
- Any other welfare or insurance programs.

100% of WCI and UCI is charged to your departmental cost center.
CometCareers - On-line recruiting system to post jobs:

POST JOBS
Criminal Background Check
- Must be cleared before student begins work

I-9
- Must be done within three business of their first day of work

PAF
- Must send to Career Center with Job ID in description
- Begin/end work-study assignment
  - Begin date – September 1st
  - End Date – December 15th for Fall graduates and May 15th for Spring
- Transfer student from work-study to student worker
- Cost Center 61055026

Upcoming changes....
Payroll Changes

- Departments will own positions
  - Career Center will still have access

- Designated Spreadsheet for Work-Study
  - Copy Student Employment email with designated spreadsheet

- Time and Labor
End of Semesters

**Fall** - amount not earned at the end of the fall semester is available to be earned during the spring semester as long as the student is *NOT* graduating in the fall and enrolled for the spring semester.

**Spring** - amount not earned by the end of the spring semester is forfeited. No summer work-study.

Students must complete a FAFSA for next financial aid year.
National Student Employment Week

- 2nd full week in April
- Nominate UT Dallas Student Employee of the Year
- Volunteer to be a judge
- Ice cream social
- Student Employment Lunch
- Coffee and Donut Break
Virtual Work-Study Hiring Expo

- One week in August
- On-and off-campus assignments
- 24/7 access
- CometCareers