

# **Off- Campus Employer Work-Study Information Session**







# What is Work-study?



 Work-Study provides part-time jobs to students with financial need, allowing them to earn money to help pay educational expenses.

• The Work-Study program encourages community service work and work related to the student's course of study



# Eligibility



### **Employer**

- Must be a non-profit agency located in the Austin area
- Must be approved as a Work-Study employer
- Employees must be paid at least minimum wage and at least monthly
- Must follow Federal, State, and University Work-Study Guidelines



# Eligibility

### **Student**

- Must have Financial Need as determined by FAFSA/TASFA
- Must be awarded Work-Study
- Must be making Satisfactory Academic Progress
- Must be enrolled at least <sup>1</sup>/<sub>2</sub> time



# Benefits

- Provides Part-Time employment to students with financial need.
- Earnings are removed from the calculation of the expected family contribution on the FAFSA so do not impact future financial aid for the Work-study employee.
- For most positions, 70% of wages are reimbursed with Work-Study funds
- 100% of wages are paid by Work-Study funds for approved tutor positions



# **Work-Study Policies**



#### **Employers must:**

- Provide supervision which includes checking and tracking time, and employee education/training
- Pay Work-Study employees at least minimum wage (\$7.25) and at least monthly.
- Submit documents for reimbursement within 10 days of paying the student.
  - Failure to submit documentation on time may result in suspension from participation in the Work-Study program.



# **Work-Study Policies**

## Students <u>cannot</u> work:

- •During their scheduled class time
- •More than 8 hours in a 24-hour period
- •More than 19 hours per week
- •Before the employment period begins or after the employment period ends, as a Work-Study employee



# **Work-Study Revisions**

#### A Work-Study award may be revised:

- When student is enrolled less than half-time or withdraws
- When student receives additional resources such as scholarships or tuition waivers
- When the student requests a change

Students are responsible for notifying employer of changes OFA contacts employer as a courtesy



# **Work-Study Revisions**

Tracking Work-Study earnings are the responsibility of the employer

 A recent Work-Study Award Verification form and current semester earnings will be needed.

- What if the student has earned almost all of their Work-Study award before the semester ends?
  - The student can request a Work-Study award increase by contacting Texas One Stop at <u>onestop@utexas.edu</u>
  - The Work-Study Employment team will increase the Work-Study award if the student is eligible for an increase.



# **Work-Study Dates**

HireUtexas Job Posting Dates	Work-Study Employment Dates	Work-Study Hire By Deadlines
Fall - July 2nd	Fall: August 16 <sup>th</sup> -December 31st	Fall: December 1st
Spring - November 2nd	Spring: January 1 <sup>st</sup> – May 31st	Spring: May 1st
Fall/Spring – July 2nd	Fall/Spring: August 16 <sup>th</sup> -May 31st	



# **Employer Information – Pre-Hire**

- New employers must complete an <u>Employer</u>
   <u>Initial Application</u>
- Current employers must complete the <u>Work-Study Employer Guidelines Yearly</u>
   <u>Agreement</u>



# **HireUTexas Powered by Handshake**

# HIREUTEXAS

Powered by



During the Summer of 2020, UT Austin switched from Hire-A-Longhorn (HAL) to **HireUTexas** powered by Handshake as the part-time job bank.



For information about claiming your account email <u>hireutexas@Austin.utexas.edu</u>



#### **HireUTexas Handshake Main Page**

- Sign In –
- For Posting a Position
- You may wish to Bookmark the Login Page:
- <a href="https://app.joinhandshake.com/">https://app.joinhandshake.com/</a>
- Select the "Employer & Career Centers"
- Enter your email



For additional information email hireutexas@Austin.utexas.edu



## **HireUTexas Powered by Handshake**

- Sign In –
- Enter your password and click "Sign In"





### **Company Profile Page**



- Most options can be seen on the left-hand column
- The account "owner" can edit the Company Profile on the left or under "Company Settings" under your name in the top right
- Then use the "Edit" button on the right



### **Jobs Page**

<b>ii</b> Handshake	Q Search	📛 喿 ² 🖑	Favorite Schools  → Help  → Susanna Hill  →
Home My Profile	Post a Job	Request an Interview	Create an Event
Company Profile	Jobs	Interviews	Upcoming Events
Postings Jobs	Forensic Research Approved with Financial Focus Approved November 27 at 2:02pm	You have not requested any on campus interviews yet.	You have not RSVP'd to any upcoming events.
Relationships			
Search Students			
Schools			
Contacts			

- This is where you can view any job postings you have created and their status. (Pending means it is awaiting review)
- You can create a new job post by clicking on "Post a Job". After it is submitted, HireUTexas will review for approval.



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#### **Basics Tab**

- Position Type
- Part-Time
- Duration
- "Yes" to Work-Study

#### **Details Tab**

- Job Description
- Hourly Wage
- Job Location
- Required Document

#### **Preferences Tab**

- Graduation Date
- School Years
- Minimum GPA
- Major
- Applicant Package Preference

#### Schools Tab

- School
- Posting/Expiration Date

Preview Tab Save Tab



## **Job Posting and Position Type**

#### **Basics Tab**

Job Title

• Be Specific and include "Work-Study" in your job title

Position Type

• "Job" for Off-Campus Work-Study Employers

Employment Type

• Part-Time

Duration

- Temporary/Seasonal
- You must indicate a Start Date and End Date (Use Work-Study Dates)

Answer Yes to "Is this a Work-Study job?"



#### Job Description:

- Job responsibilities
- Activities
- Qualifications
- Skills for this position
- Workdays and times
- Approximate hours per week
- Pay rate
- Career competencies gained by this position
- Required Documents request student's Work-Study Verification Form



#### **Preferences Tab**

- Select these fields (Graduation, School Years, Minimum GPA, Major) if you a have specific requirement for your position.
- You will receive all applicants that apply but those that don't match will be highlighted for you to filter out.





#### **Preferences Tabs**

- Applicant package recipients
  - To add additional people to receive applications.
- If you only want Work-study eligible applicants
  - Select "Only send applicants who match all preferences."



#### Schools Tab – After selecting "University of Texas at Austin" and "Expiration date" and time, then "Save"

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Relationships	Add All Schools Add Favorite Schools Find More
Search Students	Interview on
Contacts	Schools Status campus? Apply start date Expiration date
Campus	TEXAS University of Texas at Austin Pending 🛛 2020-05-13 2:00 pm 🗮 2020-09-30 5:00 pm
Events	Select a date and time
Interviews Fairs	from the calendar
	Cancel < Basics Details Preferences Schools Preview Next > Delets Save



## **Preview Tab**

- Once you select "Save", your job will be pending until HireUTexas Staff approve it.
- Click the pencil to edit any section.





### **Job Posting Notes**

 You must check "yes" to indicate the job is a Woek-study job



### **Job Posting Notes**



You must check "yes" to indicate the job is a Workstudy job

#### Required Documents: request Work-Study Verification Form

UTDirect > CASH > Status/Requirements > Work-Study Verification

If the student does not submit their Work-Study Verification form, please ask the student about their eligibility.

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You must put "Work-Study" in the job title



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#### **HireUTexas – Common Questions & Issues**

How to withdraw/archive/take my posting down?

On the Job Posting page - click on the "Expire Job"

#### • I can't log in.

If you have a log-in problem:

- Click on the "Forgot Password" link
- Still have an issue? Submit a Help ticket: <u>https://support.joinhandshake.com/hc/en-us</u>
- How can I repost an archived position? Find the Job under Expired Postings and click "Duplicate Job."

#### Can I save the applications on HireUTexas?

Yes. Applications are saved under expired postings

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### **Interview: Proof of Student Eligibility**

- Student provides a Work-Study Verification Form to confirm the Work-Study Award amount
  - Online at <u>UTDirect > Cash</u> > <u>Status/Requirements ></u> <u>Work-Study Verification</u>
- Add as document requirement on HireUTexas
- Request each semester in case changes occur
- Track earnings

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**Close Window** 



# Documentation

Forms can be found at: <u>https://finaid.utexas.edu/work-study/off-campus-employers/off-campus-employers-forms/</u>

- Sign-Up Sheets before Work-study student employee starts working
- Reimbursement Request:
  - Billing Statements
    - Tutor Billing Statement
  - Timesheet
  - Paycheck Stub (employer provided)
  - Paycheck Receipt Form
- Student Employee Separation
- submit documents via email to <a href="https://www.incom.atyitmjnp8c25g3j@u.box.com">lncomin.atyitmjnp8c25g3j@u.box.com</a>





# **Sign-Up Sheet**

- Must be submitted before a student starts working
- Must include the job description
- The document submitted must be signed
  - Original, digital and electronic signature are acceptable but typed signatures are not
- All sections of the form must be complete and include a signature
- Sign-up sheets can be for the academic year or one semester at a time
  - If you submitted for Fall only but want to continue their employment thru Spring, you will need to submit a new Sign-Up Sheet for Spring



# **Sign-Up Sheet**

- When completing the Job Description, be as detailed as possible
- Our office will determine if a position meets the criteria to be classified as 100% reimbursement based on each job description.
  - If a position is qualified to be reimbursed as a tutor (100%), you will be notified and asked to submit the Tutor Billing Statement



### **Reimbursement Requests**

Reimbursement Request must include:

- Billing Statements (70%) or Tutor Billing Statement (100%)
- Timesheet signed by student and supervisor
- Paycheck Stub (employer provided)
- Paycheck Receipt Form



# **Reimbursement Requests**

 Must be submitted within 10 days of paying the student employee

• Failure to submit documentation on time may result in suspension from participation in the Work-Study program.



# **Billing Statement**

- Two types of Billing Statements
  - <u>Off-Campus Billing Statements</u> are used for positions that are reimbursed at 70%
  - <u>Off-Campus Tutor Billing Statements</u> are used for approved Tutor positions that are reimbursed at 100%



# **Billing Statement**

- List the students alphabetically by last name
- Verify the UT EID is correct for each student
- Enter the total to be reimbursed in the paragraph below the table
- Do not correct errors by using White-Out or crossing through them.
  - A new document should be submitted to our office



# Timesheet

- Agencies must submit the <u>UT Work-Study timesheet</u>, not their internal timesheet
- Timesheets must include student employee and supervisor signatures
- Time should be tracked in 1/4 hour increments, not timein/time-out
- Confirm that the payroll period on the timesheet matches that on the billing statement
- All sections must be complete



# **Paycheck Stub**

- The Paycheck Stub must contain the following information:
  - Agency Name
  - Student Name
  - Pay Period
  - Pay Rate
  - Hours Worked
  - Gross & Net Earnings
  - Deductions



### **Paycheck Receipt Form**

This form does NOT need to be submitted if the paycheck stub clearly shows that payment was direct deposited

- This form must be given to the student employee to complete when they receive their check
- The amount on the check should be used
  - Not the gross pay amount
- <u>https://finaid.utexas.edu/wp-</u> content/uploads/PaycheckReceiptForm.pdf



# **Student Employee Separation**

Submit this form to our office if a student resigns or employment is terminated

- Students must be paid through their last day of employment
- Separation forms do not need to be submitted at the end of the fall semester if the student will return in the spring
- A Separation form is not need at the end of the Spring semester as all students separate at that time.

https://finaid.utexas.edu/wp-content/uploads/OffCampusSeparationForm.pdf



### **Work-Study Employment Contact Info**

Work-Study Email for Employers: <u>work.study@austin.utexas.edu</u>

HireUTexas – Handshake Employer Login: <u>https://app.joinhandshake.com/login</u>

Email for Students: <u>onestop@utexas.edu</u>