WORK STUDY PAYROLL INSTRUCTIONS  
Summer 2020

Work Study employees will be hired in Workday by the employing department. Please refer to ISC’s User Guide, www.isc.uw.edu. Please ensure that the supervisor has submitted a job description for approval and has completed a “Work Study Hiring Form” https://www.washington.edu/workstudy/hiring-a-work-study-student/

1. The employing department will initiate the hiring process in Workday. The Work Study default costing allocation will be 69-1100, Federal Work Study. Once routed to Work Study, we will make the final determination if a position can be funded with “state” Work Study. Use June 11, 2021 as the end date for most appointments (Conviction/Criminal History Information forms required for job applicants falling under CAAL/DOH regulations are to be retained by the department with all other hiring documents.)

2. Students not enrolled for summer quarter must work full-time, 40 hours per week, from July 1 to September 29, 2020. Students enrolled full-time will work up to 19 hours per week from July 1 to August 21, 2020. Students can work beyond the summer quarter end date and also work additional hours per week as long as the student has a Work Study award for autumn as well. This will reduce the amount of Work Study funds available for subsequent quarters.

3. Official University of Washington holidays during summer 2020 are July 3 and September 7. If students work on an official holiday, they will be paid at their regular hourly rate, unless doing so results in hours which exceed 40 hours a week (see #3). DO NOT REPORT HOLIDAY HOURS UNLESS THE STUDENT ACTUALLY WORKS THOSE DAYS.

4. The department will be charged 40% of the gross pay. If a student exceeds 40 hours a week, the department must pay time and one-half for all overtime hours. The department will need to establish an hourly appointment to submit the overtime hours and will be charged 100%.
Work Study earnings are taxable and students must report them to the IRS for tax purposes. FICA (Social Security Taxes) will also be deducted if students are not enrolled for the current quarter.

It is recommended that Work Study students follow the payroll schedule. Work Study students should not submit multiple pay periods at one time. This may result in our inability to pay these hours because a student is no longer eligible, Workday hire has ended, or it is too late in the quarter to process them.