

WORK STUDY PROGRAM - AUTUMN 2020

Finding a Work Study job is a self-referral process. The Work Study Office provides listings of approved Work Study jobs. You select the jobs you want to apply for and contact the employers for an interview. There are a variety of jobs to choose from both on and off campus. If you are not a resident of WA state, you are only eligible to work on campus or for non-profit agencies.

YOU WILL NEED TO DO THE FOLLOWING:

1. You should receive a separate notification of your Work Study award which includes instructions of how to proceed.
2. Review the job listings online at <https://www.washington.edu/workstudy/find-a-job/>.
3. It is your responsibility to provide your Work Study award amount to the employer. Once hired, the employer will complete the Work Study Hiring Form online at <https://www.washington.edu/workstudy/forms/>
4. Read the Work Study information that can be found at <https://www.washington.edu/workstudy/>. It provides you with all the information about the program and your responsibilities as a student employee.
5. If you do not find a job in your field of interest, under some circumstances it is possible to develop a new job. If you choose to do this, contact the Work Study Office for instructions. Generally, acceptable employers and positions can be approved within one week after the paperwork has been submitted.

THINGS TO REMEMBER:

1. If you decide not to use your Work Study award, please notify the Office of Student Financial Aid. Your Work Study award may be cancelled if it appears that you are not working (an employer has not returned your Award Verification Form).
2. The employment period is October 1, 2020 through June 11, 2021. Work Study employees can work a maximum of 19 hours per week when classes are in session. Your award amount and the pay rate of the job for which you are hired will determine the number of hours you can work each week (see "work schedule" section of the WORK STUDY OVERVIEW). You must not exceed the total award amount on your Award Verification Form that indicates "gross" earnings.
3. You can continue to work winter break as long as you are awarded Work Study for winter quarter. This may reduce the award amount available for subsequent quarters. Increases may not be granted once the total award is exhausted.
4. Work Study earnings are taxable and must be reported to the IRS for tax purposes. **If a student withdraws from the current quarter, FICA (Social Security Taxes) will be deducted and the earnings will no longer be covered by Work Study funds.**

(over)

5. By federal regulation, all individuals employed in the United States are required to provide documentation showing eligibility to work. Your employer will let you know what documents are required (for example, birth certificate, Social Security card, driver's license). You should have these documents available for your employer to review.
6. If you are receiving Public Assistance, all earnings including Work Study should be reported to your financial worker as they may affect your eligibility.
7. You must maintain your enrollment and also complete a minimum number of credits each quarter that you receive aid. If you fail to complete the minimum credit requirements or withdraw from school, the Work Study award will be canceled and the employer will be notified that your eligibility has been terminated. You must also continue to demonstrate sufficient financial need, so any changes in personal or financial circumstances may affect Work Study eligibility.

WORKDAY PAY SCHEDULE

Autumn 2020

<u>Pay Period</u>	<u>Due Date</u>	<u>Paycheck Available</u>
October 1 - October 15	October 16	October 26
October 16 - October 31	November 1	November 10
November 1 - November 15	November 16	November 25
November 16 - November 30	December 1	December 10
December 1 - December 15	December 16	December 24
December 16 - December 31	January 1	January 11

NOTE: Workday is the HR/Payroll System for tracking time for hours worked to receive payment. The employing department will initiate the hiring process in the system. Helpful guides and videos are available at www.isc.uw.edu.

It is recommended that you follow the schedule as much as possible. Work Study students should not submit multiple pay periods at one time. This may result in our inability to pay these hours because you are no longer eligible, or it is too late in the quarter to process them.