Federal Work-Study Program

ON-CAMPUS ADMINISTRATIVE PROCEDURES 2008-2009

Below are critical dates, job posting, hire and re-hire procedures for the Federal Work-Study Program. Please share these procedures with others who may be interested in hiring Work-Study students.
The **following information is essential** and no work is to be performed under the Work-Study Program **prior** to the completion of these procedures. Lack of oversight in this process may result in the department paying the total hourly rate.

GENERAL INFORMATION AND DATES:

- Students may apply for jobs as early as **Monday, September 8, 2008.**
- Students can not begin work until **Monday, September 22, 2008.**
- The **last** day a student is allowed to work under Work-Study is **Friday**, **June 12, 2009.**
- Students may work up to 19 hours per week while classes are in session and up to 39 hours per week when classes are not in session.

POSTING:

- Departments may submit their Job Postings using the **On-Line Database, SCOTjobs** (Please see "Employer Instructions for Accessing the SCOTjobs Database"). **A new job posting is required each year.** It is recommended that departments designate one person to submit job postings, as the database requires a username and password.

- Once you post your Work-Study job opportunities onto SCOTjobs, they will be accessible to all Work-Study students. It is up to the students to decide which jobs they would like to pursue and to apply to them.

- If you plan to hire or re-hire a particular student please note the words "**Reserved for**" and list the student's name in the job title when you post the job. The job will be closed for student view and he/she can pick up their job description in the Career Center or employers may click into the job description, select the **Preview** tab and print a copy. **Please do not print the job description until it has been approved and released through SCOTjobs so it will have the job ID# and Federal Work-Study payroll code in the job title**.

- Returning students **DO NOT** automatically have Work-Study. Please refer potential **NEW HIRES** or **RE-HIRES** to log into SCOTjobs on the Career Center's website to obtain their Federal Work-Study Placement Form. The Federal Work-Study Placement Form notes the student's award amount. The student must give you the Placement Form before the employment start date. **THE ORIGINAL COMPLETED PLACEMENT FORM AND ATTACHED JOB DESCRIPTION MUST BE RETURNED TO FINANCIAL AID WITHIN THE FIRST WEEK OF THE STUDENT'S START DATE.** The **approved job description** will indicate the job ID # and proper letter code to check on the Placement Form and put into payroll.

- It is the department's responsibility to close a job that is no longer available by entering the database and changing the expiration date to the present day.

FINANCIAL AID INFORMATION:

- To ensure the proper credit on your account when you hire a student, place the appropriate code ("F" or "C") in the WSP field on the distribution line of the PPS. **The code is located on the job title line of the job description once it has been approved and released through SCOTjobs. Send the completed original Placement Form and approved job description PRIOR to student's employment start date to the Work-Study Assistant in the Financial Aid Office by intercampus mail.**

- When a student's allocation is depleted, the employer can elect to retain the student, assuming 100% of the student's salary, or simply terminate the student. **IT IS THE RESPONSIBILITY OF BOTH THE STUDENT AND THE EMPLOYER TO KEEP AN ACCURATE RECORD OF THE STUDENT'S EARNINGS TO DETERMINE WHEN THE ALLOCATION HAS BEEN DEPLETED.**

- In some cases Federal Work-Study awards will be increased or decreased during the academic year. Many of these adjustments are made at the request of the student. It is the student's responsibility to notify you of these changes.

- For questions about a student's balance or appropriation, contact **Tami Disney or Kelly Stewart** in the Financial Aid Office at **Ext. 25429**. For questions about the job posting/placement process, contact the Career Center at **Ext. 23631**.