

WORK STUDY JOB REFERRAL - AUTUMN 2009

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 wide variety of jobs to choose from and there are more jobs listed than there are students eligible for Work Study.

YOU WILL NEED TO DO THE FOLLOWING:

1. Obtain a JOB REFERRAL FORM. This document verifies your eligibility for Work Study and shows the amount of your award. Keep this form until you are hired.
2. Review the job listings online at www.washington.edu/students/osfa/ugaid/uw.workstudy.positions.html. In addition to on-campus, there are also off-campus jobs available, which include Community Service, Government, and America Reads/Counts (reading/math tutors for pre-K through elementary school children and for family literacy programs).
3. Contact the employers directly for interviews. Take your JOB REFERRAL FORM with you on each interview and give it to the employer who hires you. He or she will complete the hiring information.
4. Read the WORK STUDY OVERVIEW, which can be found at www.washington.edu/students/osfa/ugaid/workstudy.html. 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. Also, if it appears that you are not working (an employer has not returned your Job Referral Form), your award may be canceled.
2. The employment period is September 30, 2009 through June 11, 2010. Work Study employees can work a maximum of 19 hours per week when classes are in session. The amount of your award 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 Job Referral Form which indicates "gross" earnings.
3. You can continue to work winter break and also work additional hours per week (not more than 40 hours) as long as you are awarded Work Study for winter quarter. This will 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.**

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 grant 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.

ON-CAMPUS WORK STUDY PAYROLL SCHEDULE

Autumn 2009

<u>Pay Period</u>	<u>Due Date</u>	<u>Paycheck Available</u>
September 30 - October 12	October 13	October 26
October 13 - October 27	October 28	November 10
October 28 - November 11	November 12	November 25
November 12 - November 28	November 30	December 10
November 29 - December 13	December 14	December 24
December 14 - December 28	December 29	January 11
December 29 - January 12	January 13	January 25

Complete an On-Campus Work Study time sheet online at www.washington.edu/students/osfa/1392_on_ts.pdf. Print and submit it with required signatures to the Work Study Office.

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