

WORK STUDY ADMINISTRATION
University of Washington
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JOB REFERRAL - SUMMER 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 Summer Work Study. Keep this form until you are hired.
2. Review the job listings either in the books provided in the office or online at www.washington.edu/students/osfa/ugaid/uw.workstudy.positions.html.
3. Contact the employers for interviews. Take your JOB REFERRAL FORM with you on each interview, but give it only to the employer who hires you. He or she will complete the hiring information.
4. Read the WORK STUDY INFORMATION, 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 you are not working (an employer has not returned your Job Referral Form), your award may be canceled.
2. Summer Work Study participants not enrolled must work full-time, 40 hours per week, from July 1 to September 29, 2009. Students wanting to work part-time, up to 19 hours per week, must be enrolled full-time and will work from July 1 to August 21, 2009. You can work beyond the summer quarter end date and also work additional hours per week during the break, as long as you are awarded Work Study for autumn as well. This will reduce the award amount available for subsequent quarters.
3. **Work Study earnings are taxable and must be reported to the IRS for tax purposes. Follow instructions for reporting Work Study earnings on the Free Application for Federal Student Aid if you apply for 2010-2011. FICA (Social Security Taxes) will also be deducted if you are not enrolled for the current quarter.**
4. 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.
5. If you are receiving public assistance, all earnings including Work Study should be reported to your financial worker, as they may affect your eligibility.

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6. If you are enrolled summer quarter and fail to complete the minimum credit requirements or withdraw from school, the Work Study award will be canceled and the employer notified that your eligibility has been terminated. You must continue to demonstrate sufficient financial need, so any changes in personal or financial circumstances may affect Work Study eligibility.

WORK STUDY PAYROLL SCHEDULE - SUMMER 2009

<u>Pay Period:</u>	<u>Due Date:</u>	<u>Paycheck Available</u>
July 1 - 13	July 14	July 24
July 14 - 28	July 29	August 10
July 29 - August 12	August 13	August 25
August 13 - 27	August 28	September 10
August 28 - September 12	September 14	September 25
September 13 - 29	September 29	October 9

Work Study earnings are taxable and students must report them to the IRS for tax purposes. FICA (Social Security Taxes) will be deducted if a student is not enrolled for the quarter.

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.