

WORK STUDY JOB REFERRAL - WINTER AND SPRING 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 either in the books provided in the office or 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 HANDBOOK, 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 24, 2008 through June 12, 2009. 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 HANDBOOK). You must not exceed the total award amount on your Job Referral Form which indicates "gross" earnings.
3. You can work during winter and spring quarter breaks and also work additional hours per week (not more than 40 hours) as long as you are awarded Work Study for the following 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.

WORK STUDY PAYROLL SCHEDULE WINTER AND SPRING 2009

<u>Pay Period</u>	<u>Due Date</u>	<u>Paycheck Available</u>
December 28 - January 11	January 12	January 26
January 12 – January 26	January 27	February 10
January 27 – February 10	February 11	February 25
February 11 – February 25	February 25	March 10
February 26 – March 11	March 12	March 25
March 12 – March 27	March 30	April 10
March 28 – April 11	April 13	April 24
April 12 – April 26	April 27	May 11
April 27 – May 10	May 11	May 22
May 11 – May 26	May 27	June 10
May 27– June 12	June 12	June 25

Work Study earnings are taxable and students must report them 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.

It is recommended that Work Study students 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 a student is no longer eligible, Payroll has separated your appointment, or it is too late in the quarter to process them.

All time sheets for the 2008/2009 school year must be submitted no later than June 12, 2009. Any time sheets received after this date may be the responsibility of the employer 100%.

For continued eligibility for 2009/2010 school year, students must reapply for Financial Aid by February 15, 2009.