



Office of Student Financial Aid
WORK STUDY ADMINISTRATION
520 Schmitz Hall, Box 355882

ON-CAMPUS WORK STUDY PAYROLL INSTRUCTIONS AUTUMN 2009

The Work Study On-Campus Time Sheet is online at http://www.washington.edu/students/osfa/1392_on_ts.pdf . If you have any questions, please call the Work Study Office (685-1985). Please do not use any other form to report hours to the Work Study Office.

1. The Work Study time sheet must be filled out completely. Each time sheet can cover only one pay period. You should follow the payroll schedule printed on the reverse side. Time sheets submitted after the due date will be processed if time allows, but may be delayed until the next payroll. If a student is paid at two different pay rates or with two different budgets, separate timesheets should be completed. Indicate the total hours worked for each day, not the time. Report minutes in decimals (e.g., 4 hours and 15 minutes should be indicated as 4.25).
2. Work Study students can work a maximum of 19 hours per week. They can work additional hours per week (not more than 40 hours) during winter break if they have continued Work Study eligibility for winter quarter. This may reduce the award amount available for subsequent quarters. Increases may not be granted once the total award is exhausted. The last day Work Study funds can be earned is June 11, 2010.
3. If students work on an official holiday, they will be paid at their regular hourly rate. **DO NOT REPORT HOLIDAY HOURS UNLESS THE STUDENT ACTUALLY WORKS THOSE DAYS.** Official University of Washington holidays for fall quarter are November 11, 26, 27 and December 25, 2009.
4. After completing the time sheet, print it and have both the student employee and the supervisor sign it after the hours have been worked. **DO NOT PRE-SIGN TIME SHEETS OR ESTIMATE HOURS.**
5. The department will be charged 25% of the gross pay. It is the responsibility of the employer to monitor student earnings. You will be notified if earnings have exceeded the student's award. The department will be responsible 100% for paying those earnings on an hourly basis. You will also be notified if the student's award has been revised or canceled and the department will have to pay 100% for earnings during a period of ineligibility.
6. The employing department will initiate all required payroll forms upon hiring a new Work Study employee. Your payroll coordinator will need to create a Work Study Appointment using the Online Payroll Update System (OPUS). OPUS is also used to update an existing Work Study appointment. Work Study is the "Appointing Department", and **69-1100** is the budget number to use for this field. You may have students funded with "State Work Study" and the new budget number this year is **69-7000**. Use **June 16th** as the end date for most appointments to insure that the last timesheet for the academic year can be paid online. (Conviction/Criminal History Information forms required for job applicants falling under CAAL/DOH regulations are to be retained by the department with all other hiring documents.)
7. Submit the time sheet with original signatures to the Work Study Office.

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WORK STUDY PAYROLL SCHEDULE
Autumn 2009

<u>Pay Period</u>	<u>Due Date</u>	<u>Paycheck Available</u>
Sep 30 - Oct 12	Oct 13	Oct 26
Oct 13 - Oct 27	Oct 28	Nov 10
Oct 28 - Nov 11	Nov 12	Nov 25
Nov 12 - Nov 28	Nov 30	Dec 10
Nov 29 - Dec 13	Dec 14	Dec 24
Dec 14 - Dec 28	Dec 29	Jan 11
Dec 29 - Jan 12	Jan 13	Jan 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 those hours because a student is no longer eligible, payroll has separated the appointment, or it is too late in the quarter to process them.
