



OFFICE OF STUDENT FINANCIAL

UNIVERSITY of WASHINGTON

Division of Student Life

Work Study Office
520 Schmitz Hall, Box 355882
(206) 685-1985

WORK STUDY PAYROLL INSTRUCTIONS WINTER & SPRING 2012

The Work Study On-Campus Time Sheet is online at <http://www.uw.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. 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 during spring break if they have continued Work Study eligibility for spring quarter. Working the break may utilize a student's award before the end of the school year. The last day Work Study funds can be earned is June 8, 2012.
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 that fall within this new winter and spring schedule are January 2, 2012; January 16, February 20, and May 28, 2012.
4. Both the student employee and the supervisor must sign the time sheet after the hours have been worked. **DO NOT PRE-SIGN TIME SHEETS OR ESTIMATE HOURS.**
5. The department will be charged 30% of the gross pay (40% if your student is funded with State Work Study). It is the responsibility of the employer to monitor student earnings. You will be notified if earnings have exceeded the student's award and 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 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. These forms are submitted directly to payroll. The payroll coordinator will need to create a Work Study Appointment using the Online Payroll Update System (OPUS). Any changes to existing appointments can also be done using OPUS. Work Study is the "Appointing Department", and **69-1100** is the budget number to use for this field. Use **June 8th** 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.

OVER

WORK STUDY PAYROLL SCHEDULE

WINTER AND SPRING 2012

<u>For Hours Worked</u>	<u>Time Sheet Due</u>	<u>Paycheck Available</u>
Dec 27 - Jan 11	January 12	January 25
Jan 12 - Jan 27	January 30	February 10
Jan 28 - Feb 11	February 13	February 24
Feb 12 - Feb 26	February 27	March 9
Feb 27 - Mar 11	March 12	March 26
Mar 12 - Mar 25	March 27	April 10
Mar 26 - Apr 10	April 11	April 25
Apr 11 - Apr 26	April 27	May 10
Apr 27 - May 11	May 14	May 25
May 12 - May 26	May 29	June 11
May 27 - June 8	June 11	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 the appointment, or it is too late in the quarter to process them.

All time sheets for the 2011/2012 school year must be submitted no later than June 11, 2012. Any time sheets received after this date may be the responsibility of the employer 100%.

For continued eligibility for the 2012/2013 school year, students should reapply for Financial Aid by February 15, 2012 for priority consideration.
