Off-Campus Work Study Guide

Contact Information:

Student Employment Center
Financial Aid Department
Western Washington University
Old Main 285, Mail Stop 9049
Phone: (360) 650-3158, 650-5702
Fax: (360) 650-6549
Email: studentemployment@wwu.edu
www.finaid.wwu.edu/studentjobs
Work Study Introduction

Each year, approximately 600 Western Washington University students are awarded Work Study. Students have a variety of interests that range from working with the environment to working with children, and sometimes an off-campus position is preferred. A student will benefit from the off-campus setting because their career goals may be outside what the university can offer. Also, the student employee will acquire skills such as maintaining a work schedule, arriving to work punctually, and interacting with the community.

There are also benefits for approved employers: a percentage of the Work Study student’s gross earnings are reimbursed to the employer. The reimbursement amounts are 65%, 75%, and 80%, and are dependent on the nature of the student’s position.

Rules

There is no guarantee that an employer will become an approved Off-Campus Work Study Employer. There is also no guarantee that an employer will receive a work study student to fill their position. All prospective and approved employers must be aware of and abide to certain rules, and they are:

- All positions must not exceed 19 hours a week, but be mindful that most students’ work study award will not permit them to work this maximum. Most students work between 10-15 hours a week.
- Student employees can work up to 40 hours a week during quarterly breaks such as winter and spring, but only after their last final is complete. Please note that holidays such as Martin Luther King Jr. Day are not considered a break period and that the 19 hour per week max is still in affect during this time. See the Important Dates sheet for more information.
- Employers and student employees are responsible for keeping track of the work study earnings and assuring that work study students do not earn more than they are allotted for each quarter. The Off-Campus Coordinator will also provide a monthly report of the student employee’s earnings.
- There is no work study available during the summer months.
- The student employee must have an hourly pay rate.
- The hourly pay rate must be at least minimum wage.
- All off-campus work study positions must be within the Whatcom and Skagit counties.
- Reimbursement Vouchers must be sent to the Student Employment Center at least once per month and no more than two weeks after the pay period.
- The position should last for the entire academic year, approximately September 16 to June 11. Please be mindful that any work done outside these dates cannot be reimbursed by Western Washington University.
- The hiring of student employees must not result in the displacement of regular employees.
- The position must not be related to partisan politics or religious activities.
- If the employer’s needs or the economic conditions change, the employer holds the right to terminate the contract.
- Please read your Contract for additional rules and call the Student Employment Center if you have any questions.

Becoming a Work Study Employer
If an employer is interested in receiving a contract packet or has questions about the Off-Campus Work Study Program, they should contact the Student Employment Center. The Off-Campus Coordinator will send potential employers a contract packet after speaking with the employer and getting a sense of what position a student would fulfill. Most contracts are approved, but if an employer’s contract is not the Off-Campus Coordinator will contact the employer and state why the contract was denied. The Off-Campus Coordinator will work with the employer and see if there is any way to make corrections so that the contract is approved.

All contract documents (Contract and Employer Profile) must be completed and returned to the Student Employment Center in order for the approval process to begin. The earlier the contact is returned, the more likely it is for a student to fill the position.

Employers with a State Contract (65% and 80% reimbursement) will have close contact with the Higher Education Coordinating Board (HECB) towards the end of the academic year. The HECB is able to renew State Employer’s contracts online and this process is beneficial for employers because the process is faster. Also, if the employer already has an approved contract with another university or college in the state of Washington, this prevents the employer from having to complete another contract through Western Washington University.

Contract Packet Contents

Contract packets will be emailed in .pdf or .doc format. If an employer prefers to have paper copies mailed to them, please contact the Off-Campus Coordinator and inform them. Please return all documents to the Student Employment Center.

State Contract and Federal Contract Differences

The State Contract is for profit-seeking organizations with a reimbursement rate of 65%, and also for public schools at a reimbursement rate of 80%. All materials should be sent to the Student Employment Center, and after approval they will be forwarded to the HECB. The contract materials for State Employers can be found on the HECB website: [http://www.hecb.wa.gov/employers/](http://www.hecb.wa.gov/employers/)

The Federal Contract is for Community Service organizations with a reimbursement rate of 75%. This contract will be processed through the Student Employment Center and all contract materials should be sent to the Off-Campus Coordinator.

Renewal Contacts

If a Federal employer had an approved contract from the previous year, the Off-Campus Coordinator will email them a Renewal Contact in the spring. For State employers, they will have to contact the HECB directly and handle to renewal paperwork.

Employer Profile

This document will allow the Student Employment Center to gain information about an employer’s business/organization. The following information will be requested:

- Name of business/organization
• IRS Federal Employer ID Number
• Registered UBI Number
• Number of years in operation
• Number of employees, full-time and part-time
• Description of goods and services provided
• Description of working environment
• Description of Board of Directors/Corporation
• Six Yes/No questions regarding cash flow, consumer protection, labor disputes, political action/affiliation, and license/certificate problems.

An employer is not required to turn in a new Profile for each year, but the Off-Campus Coordinator may ask an employer to complete a new profile if the last profile is three or more years old.

Job Descriptions Posted Online

In order for an employer to post Off-Campus Work Study positions, they will need to contact the Off-Campus Coordinator and an employer profile will be created. Employers will be provided with a username and password and will login to post their position(s). The job description will have the following fields and all must be completed in order for the position to be posted:

• Job Category.
• Effective Dates for this Position, which must be within September 16, 2009 to June 11, 2010.
• Pay Rate, which must be at least minimum wage.
• Hours/Week, which must not exceed the 19 hours/week average.
• Job Title.
• Job Description, which outlines what the student employee’s tasks and responsibilities are.
• Minimum Qualifications, which specifies what technical, educational, or personal skills the student should posses in order to apply for the position.
• Benefits to the Student, which states what skills and experience the student should expect to gain while working with the business/organization.

The employer must submit a job description in order to hire a student. If the employer already has a student in mind for the position, please submit the job but contact the Off-Campus Coordinator and inform them that the job should not be posted. All jobs go through an approval process, so it may take anywhere from a few days to a week to approve a position depending on how busy the Student Employment Center is. It is suggested that employers submit their job description as early as possible, and the first day that off-campus work study positions will be posted in August 1, 2009.

Please visit our website at http://www.finaid.wwu.edu/studentjobs/

Important Dates

Each employer will receive an Important Dates sheet. This will inform employers when their work study student can begin working and also the last day that the student can earn
under the Off-Campus Work Study Program. This sheet also contains the specific dates for when winter and spring breaks begin and end.

Hiring a Work Study Student

Students who are awarded work study will receive an email with and information form regarding their work study award. Work study students must save this form and present it to the employer during an interview because this is proof that the student has work study funds. To find a position, students go on the Student Employment Center job website and search for a position that matches their interests. The student will then contact the employer and schedule an interview. If it feels like a good match, the student and employer will complete and sign the Confirmation of Employment Form and the Quarterly Earnings Agreement and return it to the Student Employment Center.

If an employer would like to hire a student, the student and employer must complete and return the Quarterly Earnings Agreement form as well as the Confirmation of Employment form. These forms are provided to the student after they have contacted the Off-Campus Coordinator. Make sure these forms are submitted as soon as possible because any delay will make the processing of the reimbursement checks slower. Please note that the student is not an employee of Western Washington University and all additional hiring forms (W-4, I-9) need to be processed by the employer.

Quarterly Earnings Agreement

This form provides the student’s total work study award as well as information on how much they can earn each quarter. This form must be returned to the Student Employment Center with signatures from the employer and the student in order for the Off-Campus Coordinator to process it.

Confirmation of Employment

This document informs the Student Employment Center that an employer has agreed to hire a student. It is important to send the Confirmation of Employment to the Student Employment Center promptly. The Off-Campus Coordinator will not send Reimbursement Vouchers to the employer until the Confirmation of Employment is processed by the Student Employment Center. The fields on this form include:

- Name of Student Employee
- Student Employee WWU ID Number
- Approved Work Study Job Title
- Work Study Pay Rate
- Signature of Student Employee and Date
- Name of Agency/Organization
- Name of Contract Holder
- Signature of Contract Holder
- Supervisor of Student Employee
- Supervisor Email Address
- Supervisor Phone Number
- Signature of Supervisor and Date
- Location of Employment
Interviews

Employers should keep in mind that some students do not have any work experience and that the interview may be their first. A good way to start the interview is to find out the student’s background. An employer could ask questions such as:

- What is your class standing at Western Washington University?
- What Majors are you interested in?
- Are you from the Bellingham area?

It is important to understand what the student’s personality and communication skills are, but it is also important to find out why the student would be a good match for a position. An employer could ask questions such as:

- What about this position interests you?
- How would this position help you in the future?
- What skills do you have? (computer knowledge, organized, works well with people)
- How many hours a week would you like to work?

Determining the Work Schedule

The first step in determining a student’s work schedule is agreeing on an hourly pay rate. The next steps are to:

- Divide the student’s total award by three and this shows the award per quarter.
- Divide the quarterly award by the student’s pay rate and this shows how many hours the student may work in one quarter.
- Divide the hours worked per quarter by eleven (there are eleven weeks in one quarter).

<table>
<thead>
<tr>
<th>For example:</th>
<th>Student Hourly Pay Rate</th>
<th>$9.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student Total Award</td>
<td>$3,600.00</td>
</tr>
<tr>
<td></td>
<td>Divided by</td>
<td>$1,200.00 award per quarter</td>
</tr>
<tr>
<td></td>
<td>3 (quarters in an academic year)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quarter Award</td>
<td>$1,200.00</td>
</tr>
<tr>
<td></td>
<td>Divided by Pay Rate</td>
<td>$9.00</td>
</tr>
<tr>
<td></td>
<td>133 estimated hours worked per quarter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hours</td>
<td>133 per quarter</td>
</tr>
<tr>
<td></td>
<td>Weeks in Quarter</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>12 estimated hours per week</td>
<td></td>
</tr>
</tbody>
</table>

The employer should ask the student for a copy of their schedule, including the hours they are available to work.
For Example:

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am</td>
<td>CLASS</td>
<td>CLASS</td>
<td>CLASS</td>
<td>CLASS</td>
<td>CLASS</td>
</tr>
<tr>
<td>9:00 am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00 am</td>
<td>CLASS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00 am</td>
<td>CLASS</td>
<td></td>
<td>CLASS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00 pm</td>
<td>CLASS</td>
<td>CLASS</td>
<td>CLASS</td>
<td>CLASS</td>
<td>CLASS</td>
</tr>
<tr>
<td>1:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00 pm</td>
<td>WORK</td>
<td>WORK</td>
<td>WORK</td>
<td>WORK</td>
<td>WORK</td>
</tr>
<tr>
<td>3:00 pm</td>
<td>WORK</td>
<td>WORK</td>
<td>WORK</td>
<td>WORK</td>
<td>WORK</td>
</tr>
<tr>
<td>4:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reimbursement Vouchers

Once the Quarterly Earnings Agreement and the Confirmation of Employment is processed, the Off-Campus Coordinator will send Reimbursement Vouchers to the employer in a large manila envelope. In order to help employers fill out the Reimbursement Vouchers correctly, the first time Reimbursement Vouchers are mailed to the employer, a checklist and instruction sheet is provided to the employer. These documents are also available online.

If an employer ever needs more Reimbursement Vouchers, they need to contact the Off-Campus Coordinator. Reimbursement Vouchers will never be sent or given to students.

The Reimbursement Voucher is a carbon paper document with three separate sheets. The pink is meant for the employer to keep for their records, and the yellow and white pages are meant to be sent to the Student Employment Center. All fields must be complete or the Off-Campus Student Coordinator will send the Reimbursement Voucher back to the employer. The Reimbursement Voucher asks for the following information:

- Employer Name
- Mailing Address
- Employer Phone Number
- Student Name
- Student WWU ID Number
- Student Approved Job Title
- Student Phone Number
- Pay Period Start and End Date
- Total Hours
- Pay Rate
- Gross Earnings
- FICA Amount
- Other Deductions
- Net Earnings
- Supervisor Signature and Date
- Payroll Signature and Date
- Student Signature and Date

Returned Reimbursement Vouchers
If the Off-Campus Coordinator finds an error on a Reimbursement Voucher, they will send it back to the employer with a memo enclosed in the envelope. The memo has checkboxes at the side and it will state what field on the Reimbursement Voucher is missing or incorrect. The employer must correct and return the Reimbursement Voucher to the Student Employment Center in order for reimbursement to occur.

Monthly Earnings Report

It is not the Off-Campus Coordinator’s responsibility to manage any student’s earnings. It is both the employer’s and the student’s responsibility to make sure there are enough funds to last the entire academic year. To assist with this task, the Off-Campus Coordinator will provide a Monthly Earnings Report to employers. It will be sent to the mailing address and will show the student’s total earnings and how much work study funds remain.

No Funds and Over-Earnings

If an employer or student does not keep track of work study earnings, the student may run out of funds. When this occurs the student must stop working unless the employer agrees to pay the student and understands that reimbursement will not occur for any overages. If the student has over-earned their award amount, the Student Employment Center will not reimburse the employer and it is up to the employer to pay the student for all hours worked.

Request for Returning Work Study Students

In preparation for the new academic year, the Off-Campus Coordinator will send a Request for Returning Work Study Students form to employers in April. If the employer wishes to have their current work study student placed with them for the next academic year, they must write down the student’s first and last name, the student’s WWU ID number, and the amount of work study funds requested. The amount of work study funds awarded to the student is dependent on how much the student earned in the previous year as well as how much aid the student can receive according to the Financial Aid Application (FAFSA).

If the employer would like more work study students for the upcoming academic year, they will need to fill in the Job Title, how many positions are available, and the estimated award amount in the appropriate fields. Please return this form to the Student Employment Center promptly.