Reimbursement Checklist

Thank you for participating in the Work Study Program at Western Washington University. The value of your employment opportunity extends well beyond a paycheck. Our students gain important job skills and learn about workplace ethics through your involvement. To help us ensure you receive your work study payroll reimbursement check promptly, use this checklist to review essential steps and deadlines regarding the Work Study Program.

**Reimbursement Checklist**

*I know I will get a reimbursement check because I have:*

- [ ] An approved Contract with Western Washington University, which includes:
  - [ ] Job Description
  - [ ] Employer Profile
  - [ ] Contract

- [ ] Completed and returned the Confirmation of Employment form to notify the Student Employment Center who I hired. I will not get reimbursed for hours my student employee(s) worked until the Student Employment Center received the notification.

- [ ] Submitted reimbursement vouchers for dates that my student employee(s) worked which are no earlier than September 16, 2017 or the date in which the Contract was approved by the Student Employment Center.

- [ ] Submitted reimbursement vouchers for dates my students worked which are no later than June 15, 2018; no exceptions.

- [ ] Submitted reimbursement vouchers within 15 days of the end of each pay period, or at least one voucher each month.

- [ ] Submitted my last reimbursement voucher by June 22, 2018 – the final deadline to request reimbursement.

- [ ] Tracked the quarterly work study award to ensure work study earnings remain within the quarterly allotment. Instruct students to use this Work Study Earnings Tracking Sheet to aid in tracking their award.

**Please ensure that the reimbursement vouchers are complete and follow the guidelines found within the document, “Voucher Instructions.”**

*Active Minds Changing Lives*