Employer Guide for Off-Campus Work Study

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 will acquire skills such as maintaining a work schedule, arriving to work punctually, and interacting with the community.

Opportunities also exist for approved Off-Campus employers: a percentage of the Work Study student’s gross earnings are reimbursed to the employer. The reimbursement rates are 50%, 65%, 70%, and 75% depending on the nature of the student employee’s position.

Rules

All prospective and approved employers must be aware of and abide to certain rules, and they are:

- Students may not work more than 19 hours per week with exception of break periods.
- Qualified students may work full-time during break periods once all finals have been completed.
- Student employees are not awarded work study in the summer,
• The student must be paid on an hourly basis.
• The pay rate must be at least minimum wage.
• All positions must be within Whatcom and Skagit counties.
• Reimbursement Vouchers must be sent to the Student Employment Center at least once per month.
• The position should last for the entire academic year (see Important Dates document).
• 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 employment needs or the economic conditions change, the employer holds the right to terminate the contract.
• Employers are not guaranteed to become approved Off-Campus Work Study employers.
• Approved Off-Campus Work Study employers are not guaranteed work study students to fill a position(s).

Becoming a Work Study Employer

The Off-Campus Student Coordinator will email potential employers a contract packet in late June to early July. 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. If an employer’s contract is not approved, the Student Coordinator will contact the employer and state why the contract was denied.

All contract documents 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 students to apply for a position.

Contract Packet Contents

Contract packets are emailed to employers. If paper copies are needed, the Center can provide them upon request. Please return all documents to the Student Employment Center.

State Contract and Federal Contracts

The State Contract has reimbursement rates of 50% and 65% for public and private companies. The State Contract is also used for public schools at a reimbursement rate of 70%.

The Federal Contract is used for Community Service organizations and has a reimbursement rate of 75%.

Renewal Contacts

If an employer had an approved contract for the previous year, the Student Coordinator will send them a Renewal Contact in early July. On the upper left corner, the employer information will be listed. On the right side is space for the employer to update contact information.

Employer Profile
The Student Employment Center uses this document to gather 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 each year, but the Student Coordinator may ask an employer to complete a new profile if the last profile is three or more years old.

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**Off-Campus Work Study Program**

**Business/Organization Profile 2008-2009**

A Business/Corporation Profile allows the University to gather vital information on the employer that provides work for student employees from Western Washington University. As an addition to the Contract, please complete this form and return it to:

Student Employment Center
Financial Aid Department
Western Washington University
515 High Street
Bellingham, WA 98225-4099

1. Name of Business/Organization: ________________________________

2. IRS Federal Employer ID Number: ______________________________

3. Registered UBI Number: ________________________________

4. Number of years in operation: ________________________________

5. Number of Employees: Full-Time __________ Part-Time __________

6. Description of Business and description of goods or services provided: Attach an annual report or similar publication if preferred. Describe the location and work environment of where the student employee will work.

7. Describe the composition of the Board of Directors/Corporation, if applicable:

8. If you answer "yes" to any of questions 8-12, please provide additional details on an attached sheet.

   a. Have you experienced any cash flow problems within the past two years that would make it difficult to compensate work study student employees on a regular basis? Yes No

   b. Have you ever been a defendant in a consumer protection action? Yes No

   c. Have you ever been involved in a labor dispute? Yes No

   d. Does your organization participate in any political activity or have a religious affiliation? Yes No

   e. Have you ever had a license, certificate or registration to operate a business, occupation or profession (state, suspended) or revoked? Yes No

   f. Do you currently possess all licenses, certificates and registrations required by all federal, state and local laws and ordinances? If not, please explain on an attached sheet. Yes No

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**Job Descriptions Posted Online**

Approved Job Descriptions will be posted on the Student Employment Center website over the summer months. Posting Job Descriptions online is beneficial because some students may not be content with their initial work study placement and wish to find an Off-Campus position on their own. Here are steps for posting a job description:
1. Visit www.finaid.wwu.edu/studentjobs
2. Select the “Employers” link at the top of the page
3. There will be a log-in box on the next page
4. For the Email/Username field, enter in your full email address
5. For the Password field, enter in the last four digits of the phone number
6. The next page will have options on the left side

If you are not able to login, please contact the Student Coordinator by phone or email and they will be able to assist you. There are a few reasons why you may not be able to login and/or post your work study position, such as if you have not yet completed the Contract or if the Center has multiple contact names on-record for your business/organization.

If you would like to repost a job description that was used for the previous academic year:

1. Select “View Old Jobs”
2. Select the “ReOpen” link on the left to open the job description
3. Make all edits and then select the “Preview” button at the bottom of the page. This will take you to the preview menu.
4. To submit the job description to the Center, select the “Submit” button at the bottom of the job description sample.

If you would like to post a new job description:

1. Select “Post a Job”
2. Make sure the box for Work Study is checked
3. Be sure to complete all fields that have a red * by them. There are directions below most fields to ensure that posting a job description is easy.
4. If you have any notes that you would like us to read, place them in the “Internal Notes” section.

If the Center finds any problems with the job description:

1. An email will be sent to you stating that we could not post it.
2. To resubmit the job, simply login to the website again.
3. Select the “Rejected Jobs” link at the left.
4. Once you open the job, our reasoning for why it was not approved can be found at the top of the page.
5. Complete all corrections and then submit it the Center. We will review and post it promptly.

If the job description has been accepted by the Center, we will email you a .pdf of the approved document that you may save for your records. Once jobs are posted you can expect phone calls and emails from work study students who are interested in your job posting.
Important Dates

Each employer will receive information regarding upcoming important dates. This document will inform employers, among other things, when their work study student can begin working and also the last day the student employee can earn under the Off-Campus Work Study Program.

Interviews

Employers should be mindful that some students have no prior work experience and that the interview may be their first. A good way to start the interview is to learn 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?

Hiring a Work Study Student

If an employer would like to hire a student, the student should present the Confirmation of Employment form to the employer. Both the employer and the student need to complete all fields on the form before it is returned to the Student Employment Center. The student is not an employee of Western Washington University and all hiring forms (W-4, I-9) need to be processed by the employer.

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 Student Coordinator will not send Reimbursement Vouchers to the employer until the Confirmation of Employment is processed by the Student Employment Center.

- 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
Determining the Work Schedule

The first step in determining a student’s work schedule is agreeing on an hourly pay rate. It is essential that a student employee not work over their work study amount each quarter. Steps in determining the work schedule are:

- Divide the student’s total award by three and this shows the award per quarter.
- Divide the quarter 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).

For example:  
Student Hourly Pay Rate $9.00  
Student Total Award $3,300.00  

<table>
<thead>
<tr>
<th>Division</th>
<th>Description</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>quarters in an academic year</td>
<td>$1,100.00 award per quarter</td>
</tr>
<tr>
<td>$9.00</td>
<td>pay rate</td>
<td>122.22 estimated hours worked per quarter</td>
</tr>
<tr>
<td>11</td>
<td>weeks in quarter</td>
<td>11 estimated hours per week</td>
</tr>
</tbody>
</table>

The student employee needs to provide their employer with their quarterly schedule and a potential work schedule.

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>CLASS</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 Confirmation of Employment is processed, the Off-Campus Student Coordinator will send approximately ten Reimbursement Vouchers to the employer. If an employer needs more Reimbursement Vouchers, contact the Student Coordinator. Keep in mind that 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 for the employer to keep for their records, and the yellow and white pages are to be sent to the Student Employment Center. All fields must be complete or Student Coordinator will return the Reimbursement Voucher to the employer. The Reimbursement Voucher requires 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 State 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

![Reimbursement Voucher Image](image)

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The table below is provided to keep a record of all the earnings details. It includes fields for each pay period, ensuring all necessary information is captured.

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Pay Rate</th>
<th>Gross Earnings</th>
<th>FICA</th>
<th>Other Deductions</th>
<th>Net Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>$100</td>
<td>$200</td>
<td>$10</td>
<td>$15</td>
<td>$185</td>
</tr>
<tr>
<td>Week 2</td>
<td>$110</td>
<td>$220</td>
<td>$20</td>
<td>$20</td>
<td>$200</td>
</tr>
<tr>
<td>Week 3</td>
<td>$120</td>
<td>$240</td>
<td>$25</td>
<td>$25</td>
<td>$210</td>
</tr>
</tbody>
</table>

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The table below provides a summary of the earnings for the pay period shown above. It includes fields for supervisor signature, payroll signature, and student signature.

<table>
<thead>
<tr>
<th>Supervisor Signature</th>
<th>Date</th>
<th>Payroll Signature</th>
<th>Date</th>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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The bottom section is to be signed by the employer as a record of the earnings, confirming all details are accurate.

**Signed:**

Employer Signature: [Signature]

**Date:** [Date]

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**State Work Study Program**

[Address]

WWU Student Employment Center

[Contact Information]
Returned Reimbursement Vouchers

If the Student Coordinator finds an error on a Reimbursement Voucher, they will return it to the employer with a memo indicating what needs to be corrected prior to processing. The employer must correct and return the Reimbursement Voucher to the Student Employment Center in order for reimbursement to take place.

Monthly Earnings Report

It is both the employer’s and the student’s responsibility to manage earnings and hours to ensure there is enough funds to last the entire academic year. To assist with this task, the Student Coordinator will provide a Monthly Earnings Report to employers. Sent directly to the employer’s email address, it will indicate 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 immediately unless the employer agrees to pay the student independently. If the student has over-earned their award amount, the Student Employment Center will not reimburse the employer the over-earned amount and it is up to the employer to provide compensation to the student employee for all hours worked.

Request for Returning Work Study Students

In preparation for a new academic year, the Off-Campus Student 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 return for the following academic year, they must indicate this on the form. Please complete the form in its entirety. The amount of the student employee’s work study award is dependent on how much the student earned the previous year as well as how much aid the student can receive according to the Financial Aid Application (FAFSA).