



OFA Online Workshop Series

WORK-STUDY

Training for Program Participants



How Things Work

The online courses offered by the Office of Financial Assistance provide students with opportunities to gain knowledge on a variety of topics related to financial aid and money management.

Each course takes about 15 – 20 minutes to complete; but the courses aren't timed and you aren't limited in the number of times you can access these materials.



Work-Study

In this course, we'll cover:

- Eligibility requirements & how much workstudy is worth to you
- Workstudy jobs on campus and how to find a job match
- How to apply for workstudy positions and how the hiring process works
- Your responsibilities and rights on the job
- Your supervisor's responsibilities and rights on the job
- Hours and timesheets
- Frequently asked questions & Who to contact for assistance

Your goal is:

- To develop an understanding of how workstudy actually works. When you finish the course, you'll find a certificate of completion verifying you've fulfilled your annual training requirement.



Eligibility Requirements

How is eligibility for workstudy determined?

Eligibility for workstudy is based on two things: (1) financial need and (2) eligibility to work in the United States.

Financial need is determined by the UIW Office of Financial Assistance when you apply for financial aid; and you will know you are eligible for workstudy if it is listed on your financial aid award letter.

Your eligibility to work is determined by the Human Resources Office at the time you contract for a position. Generally, you have to provide proof of citizenship, permanent residency, or eligible alien status and a valid social security number.



How Much is Workstudy Worth

The typical workstudy award for the full academic year is \$2,500. Some students may have a slightly higher award or a lower award, depending on their specific circumstances. Also, this amount may be pro-rated if a student only contracts to work for one semester.

The amount *awarded*, however, is not necessarily the amount you will *receive*. Students contract to *work* for a specific dollar amount per hour. Students are paid every two weeks; and the amount paid is *only* what the student actually earns (i.e. number of hours worked x hourly pay rate). The total amount you can *earn* for the academic year is limited by your award amount.

If you have questions about this, contact the UIW Office of Financial Assistance.



Workstudy Jobs on Campus

At UIW, all of the workstudy jobs are located within one of the university offices, departments or divisions. We do not have workstudy positions available in community or nonprofit organizations.

All kinds of jobs are available—office jobs, service jobs, customer service jobs, phone work, grounds-keeping, food service, etc. Jobs are also available in all kinds of locations across campus—the wellness center, administrative departments, academic departments, the learning assistance center, the natatorium, the athletics department, the scene shop, science/nursing laboratories, advising, testing, etc., etc.



Finding a Match

The program is called *workstudy*, but that doesn't mean you study while you work. As a workstudy employee, you *work* to earn money to pay for your studies! Since you will be *working*, you need to find a job you can stick with for the academic year.

How do you know which job to apply for? Think about: your interests, your skills and abilities, your major and the time you have available to work. Do you need flexible hours? Can you work evenings and weekends? Can you lift? Would you rather work indoors or outdoors? Do you have any prior work experience?

Once you've found personal answers to these questions, try to find a job posting that matches or nearly matches your skills, abilities and work needs. If at first you don't find a job that suits you, keep looking! There's bound to be one.



Applying for Workstudy Positions

Students who are awarded workstudy funds are not guaranteed a workstudy position. You have to actively *apply* for one of the open positions.

How do you find workstudy openings? Listings for current workstudy job openings are available online at:

<http://www.uiw.edu/finaid/wkpgjobdesc.html>

To view one of the open positions, scroll down to the department you are interested in working for and click on one of the job titles. This will open up a current job description.

If you are interested in the opening, and have the skills/abilities the posting calls for, contact the supervisor listed in the job description to set up an appointment for an interview.



Applying for Workstudy Positions

How the interview process works:

1. You call and set up an appointment at a time that's agreeable to the workstudy supervisor.
2. You show up at the appointment (on time, dressed neatly, resume and references in hand—if you have them).
3. The supervisor reviews the job description with you, discusses your skills and abilities with you, asks you questions regarding your prior work history.
4. If the supervisor likes what he/she sees in you and wants to hire you (they are *not* required to hire you just because you interviewed), they'll contact the financial aid office and request a workstudy contract on your behalf.



Applying for Workstudy Positions

A few notes about “interviewing.” Workstudy is a *job*; and like any job anywhere, you must go through an interview process. The supervisor *can* ask you questions about your prior work experience, your skills and abilities, why you want to work in their office/department/division, what sort of hours you’re available, whether you can work specific days, if it’s a physical job the supervisor can ask about lifting ability, he/she can ask what you would do in a specific work situation, the supervisor can ask you for references, and other *job related* questions.

The supervisor can *not* ask you: how old you are, if you are married, if you have children, if you have health issues, if you have a disability, what your religion is, what your sexual preference is, what race/color/ethnicity/nationality you are, or where you were born.



The Hiring Process

There is a “process” you have to go through to be able to do work as a workstudy. This process begins with the supervisor who interviewed you contacting the Office of Financial Assistance and requesting a workstudy assignment.

The Office of Financial Assistance reviews your file and issues the agreement. You then have to come by the Office of Financial Assistance to sign your agreement.

Copies of your agreement are sent off to Human Resources (HR). If you are *new* to the workstudy program – meaning you’ve *never* worked as a workstudy in any office on the UIW campus—you will have to go to HR and do some paperwork (I-9 and W-4) and submit proof of your eligibility to work. *Returning* workstudies can skip this process—assuming nothing has changed (names, addresses, residency status).



The Hiring Process

Your agreement is then forwarded to the UIW Payroll Office where your information is verified and a timesheet is generated on your behalf.

There are a few things you need to know about the actual “hiring” process.

1. The supervisor can request an assignment – but that doesn’t mean you work yet.
2. You can sign an agreement-but that doesn’t mean you can work yet.
3. You can go to Human Resources, complete an I-9, a W-4, and submit copies of all of your documents—but you still can’t work yet.

When can you work?

Only after the payroll office uploads a timesheet for your department on your behalf to Web Time Entry. So, if your supervisor doesn’t have you listed in Web Time Entry, you *can’t* work!



The Hiring Process

One more time: When can you work?

Only after the payroll office uploads a timesheet to Web Time Entry for your department on your behalf. So, if your supervisor doesn't see a timesheet in Web Time Entry for you, you *can't* work!



Your Responsibilities on the Job

As a workstudy, you have many responsibilities. You are responsible for:

- showing up ready to work on time on the days scheduled
- doing the work assigned to you
- asking questions if there is something you do not understand
- accurately tracking and reporting your hours worked
- following workplace policies and procedures (reporting other university employment to your supervisor, dressing appropriately, arranging time off well ahead of time, calling in if you are sick or must be absent from work, respecting your coworkers, respecting your supervisor, respecting your workplace, and any other policies and procedures your supervisor has outlined for you) and
- proofing your time sheet and signing it to certify that the hours you are reporting you have worked are correct.



Your Rights on the Job

As a workstudy employee, you do indeed have rights: You have the right to:

- Have your job defined and explained to you
- Have your questions answered
- Respect from your coworkers and supervisor
- Request a break (unpaid) or lunch period (unpaid) if working an extended day
- Fair treatment
- A safe workplace free from discrimination, harassment and violence and
- Terminate your employment (quit) at any point during the year.*

*Employment at UIW is *at will* employment. But keep in mind, if you quit you may or may not be able to find another workstudy position on campus. If you don't work, you don't receive the funds that were awarded to you.



Your Supervisor's Responsibility

Your supervisor also has responsibilities. The workstudy supervisor in each office/department/division is responsible for:

- Defining the job and job duties
- Interviewing/hiring workstudies
- Requesting contracts
- Assigning hours/days to be worked
- Training/orienting workstudies
- Tracking performance and providing job-related guidance/advice
- Tracking and certifying hours worked
- Turning in signed time sheets on time the day they are due (*only* supervisors may do this) and
- Following up on any workstudy related issues (progress of assignments, status of timesheets, pay rate increases/decreases, change in status of employee, etc.).



Your Supervisor's Rights

Your supervisor has rights, too. The workstudy supervisor has the right to:

- Offer or decline to offer you a position
- Respect from workstudy employees
- Fair treatment from workstudy employees
- A safe workplace free from discrimination, harassment and violence and
- Terminate your employment (fire you) at any point during the year.*

*Employment at UIW is *at will* employment. If you are fired, you may apply for another workstudy position on campus. However, you are *not* guaranteed another workstudy position. If you don't work, you won't receive the funds that were awarded to you.



Hours and Timesheets

Here are some things you should know about hours worked and timesheets:

1. You may not work unless your supervisor has verified a timesheet exists for you in Web Time Entry.
2. You may not work more than 20 hours per week (you *can* work fewer hours, but not *more*).

*RA's, GA's and Student Employment participants may not work simultaneously as a workstudy.



Hours and Timesheets

Now, back to our list of do's and don'ts...

3. You cannot “bank” hours. This means you cannot work 40 hours in week 1, no hours in week 2, and split the difference (20/20) on your timesheet. You can only work up to 20 hours per week in any week.
4. You cannot report hours you haven't actually worked—even if you *plan* to work them.
5. You cannot have someone work your hours for you and get paid for those hours.
6. You cannot report breaks, lunch hours, sick days or vacation/personal days as time worked. You don't get paid for your breaks, absences or leave days.
7. You are responsible for accurately reporting your hours and days worked. Your supervisor certifies that you worked the hours and days you reported; but, it's your job to see that your supervisor has an accurate account of your time.



Hours and Timesheets

8. You are responsible for turning your timesheet into your supervisor on time so that deadlines are met for payroll.*

9. Your timesheet will not tell you how much money you have left to earn for the year. You and your supervisors together will need to keep a close eye on that amount. If you're getting low on funds, bring this to your supervisor's attention immediately!

*If you are going to be out on the day a timesheet is due, make certain that you submit your timesheet on the last day you do work. If your supervisor is out on the day a timesheet is due, make certain you touch base with his/her designated representative to make sure your timesheet is submitted on time. If you don't know who this is, make it your duty to ask! Timesheets turned in late can result in significant payment delays.



Frequently Asked Questions

If you've read the materials presented here carefully, most of your questions should already be resolved. Just in case, however, here are some of the most frequently asked questions:

Q. Is the money I see listed on my award letter paid into my UIW account up front?

A. No, this money is paid to you as you work and earn it.

Q. Am I assigned a workstudy position by the UIW Office of Financial Assistance?

A. No, you have to look through the listings and apply for positions on your own. However, if you need guidance or advice, please do contact the UIW Office of Financial Assistance.



Frequently Asked Questions

Q. Am I guaranteed a workstudy job?

A. No, but you are guaranteed that a specific amount of funding will be available to pay for your hours worked should you contract for a job.

Q. Is this a “real” job?

A. Workstudy positions are actual “jobs.” You have set days/hours. You have set duties/responsibilities. You get paid for your work. It’s a job.

Q. Can I study on the job?

A. “Studying” is generally not a job related activity. Your job as a workstudy is to work. This work provides you with funding that enables you to pursue your studies.



Frequently Asked Questions

Q. Can I work whenever I want to?

A. No. Your hours and days are set by your supervisor. If there are problems and you can't work specific hours or days, you'll need to discuss this with your supervisor.

Q. How much will I get paid per hour?

A. Hourly pay rates are set by your supervisor. If you have questions regarding your pay, ask your supervisor.

Q. Why are other workstudies paid more per hour?

A. Hourly pay rates are set by your supervisor. If you have questions regarding *your* pay, ask your supervisor.



Frequently Asked Questions

Q. I don't like my job-can I quit?

A. Yes. Employment at UIW is *at will*. But you are not *guaranteed* another position. If you're not working, you won't be paid.

Q. I've signed an agreement, can my supervisor fire me?

A. Yes. Employment at the University is *at will*. But, if you are fired from your job, you are not *guaranteed* another position. If you're not working, you won't be paid.

Q. How many hours can I work a week?

A. You can work up to 20 hours per week, at your supervisor's discretion.

Q. Can I work less than 20 hours per week?

A. You can work fewer hours, at your supervisor's discretion.



Frequently Asked Questions

Q. As a part-time employee, do I have rights?

A. Yes. Lots of them—and responsibilities too! Page back through this presentation for a full listing.

Q. Can I start working right away?

A. You can work as soon as your supervisor sees a timesheet for you in the Web Time Entry system.

Q. Can I work during the summer?

A. Maybe. But, we can't add more money to your award if you work in summer.



Who Do You Contact...

UIW Office of Financial Assistance 210-829-6008 finaid@uiwtx.edu

For: questions regarding eligibility for a workstudy award, help finding a job, questions regarding your award, or signing a contract.

UIW Human Resources Office 210-829-6019 uiwhr@uiwtx.edu

For: proving you are able to work in the U.S., changes in name/address/other information on your I-9 or W-4, aid with employment issues you feel you can't address with your workstudy supervisor, or aid if you feel you've been discriminated against/harassed/threatened during the interview/hiring/employment process.

UIW Payroll Office 210-829-6090 payroll@uiwtx.edu

For: copies of W-2s and questions regarding your timesheet or issues with amounts paid to you for your work (other than issues related to hourly pay rates).



Wrap up and review

The objective of this course was to provide you with the information you need to participate successfully in the UIW workstudy program.

We've provided you with information on a variety of workstudy related topics, from contracting to timesheets. We've also given you suggestions for finding good job matches, interviewing, and successfully navigating the hiring process.

Finally, we've provided you answers to some of the most frequently asked questions related to workstudy and contact information for UIW departments that can assist you with various aspects of the workstudy process and employment at UIW.



Wrap up and review

If you would like additional information on the workstudy program or on other financial aid opportunities available to UIW students or if you would like some guidance or assistance in locating workstudy positions or other college financing opportunities, visit the UIW Office of Financial Assistance.

We're located on the first floor of the Chapel Building, directly behind the Administration building. Counselors are available Monday through Friday, 8:00 – 5:00; and our resource computers are available for student use until 6:00 p.m. Monday through Thursday during the Fall and Spring, until 5:00pm during the Summer. Appointments are not required to visit with a counselor.



Thank you!

We hope you found this online workshop helpful! If you'd like to see other topics covered, send us an e-mail. Your thoughts and comments are always appreciated.

Please print two copies of the "Certificate of Completion" on the next page and send one copy to the financial assistance office. The other copy you will need to provide to your workstudy supervisor at the time of contract.

Sincerely,

UIW Office of Financial Assistance
4301 Broadway, CPO 308
San Antonio, TX 78209
e-mail: finaid@uiwtx.edu



Certificate of Completion

I hereby certify that on the _____ day of _____, 20____,
(date) (month)

(print student name)

successfully completed

the UIW Work-study Training Session

Mimi Nguyen

Financial Assistance Advisor

Student ID # _____