



## CHECK LIST FOR OFF-CAMPUS WORK-STUDY EMPLOYERS

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1. Complete a Job Announcement/Description Form and mail (77 UCB) or fax (303-492-4544) it to the Student Employment Office or you may complete the job announcement on-line.
2. Have student show you their award acceptance letter, which indicates that they have been awarded work-study, or call the Student Employment Office at 303-492-3548 to verify the student's award.
3. Interview student.
4. Discuss job expectations. Be sure the student understands the number of hours per week, which can be worked in order to earn the full work-study award.
5. Contact Student Employment (303-492-3548), to have the job posting removed from the job boards when the position has been filled.
6. Notify the Student Employment Office by phone or fax (303-492-4544) when hiring a student and follow the appropriate payroll set-up procedures as outlined in the off-campus employer handbook. Failure to do so will result in a 100% charge to the employer.
7. Send student to the Student Employment Office (located in the University Memorial Center, Room 100) to complete their payroll paperwork.
8. Obtain a Work-Study Eligibility Form (see appendix f & g) from the student, which indicates that the student has completed the necessary paperwork and is eligible to earn their work-study award.
9. Have student complete a timesheet (see appendix e) each biweekly payperiod. The total hours worked should be recorded on Time Collection Screens. The actual timesheet must be retained by your agency for a minimum of 3 years.
10. Keep track of the hours worked. The employer is charged 100% of any earnings, which exceed the student's work-study limit. The employer and the student should keep track of the work-study eligibility so that the student's work-study limit is not exceeded.
11. Use the Schedule of Pay Periods (for academic year or summer) in the Appendix section of this manual to reference Time Collection due dates. It is extremely important that the student's time is submitted to the Payroll Department by Noon on the date they are due for each pay period to assure that your student employees are paid in a timely manner.
12. Remember that work-study hours submitted after the last Time Collection due date for the session (either academic year or summer) will result in a charge of 100% to the employer.
13. Work-study students cannot be paid overtime (over 40 hours per week) out of work-study funds. Employers will be charged 100% for any overtime hours (in addition to the Administration, Worker's Compensation, and medita charges).

