

2006-2007 OFF-CAMPUS WORK-STUDY EMPLOYER FACT SHEET

OFFICE OF FINANCIAL AID	<p>DEFINITION OF WORK-STUDY:</p> <p>Work-study is a need-based financial aid program that allows students to work and apply their earnings toward their educational expenses. Employers are encouraged to provide jobs that are related to the student's academic or vocational goals.</p> <p>The federal or state government pays a portion of the student's salary and the remaining portion is paid by the off-campus agency where the student is employed.</p> <p>Each year, the student must apply for financial aid by submitting the Free Application for Federal Student Aid (FAFSA) in order to be considered for work-study.</p> <p>If awarded, the student will receive an award letter, which will state the total dollar amount of their work-study award. Once awarded, students must maintain their financial aid eligibility throughout the year and must continue to be enrolled.</p> <p>Students must apply and receive a work-study award for the academic year (August - May) and the summer (May - August). These are two separate terms and students must apply at different times of the year and be set up in the payroll system for each term (see '2006-2007 Work-Study Dates').</p>	<p>ELIGIBLE OFF-CAMPUS WORK-STUDY EMPLOYERS:</p> <p>Local public agencies including city or county governmental offices, public schools, community-owned hospitals, public libraries, and community centers can be considered for a work-study contract with the University of Colorado at Boulder. Nonprofit organizations can also be considered. Agencies must present documentation of nonprofit status. In addition, the agency must guarantee that the work for which the students will be used:</p> <ol style="list-style-type: none"> 1. will be in the public interest. Work in the public interest is performed for the national or community welfare, rather than for a particular interest or group; 2. will not result in the displacement of employed workers or impair existing contracts for services; 3. will not involve the construction, operation, or maintenance of any facility used as a place for religious worship. <p>Off-campus work-study employers sign a contract with the University, which outlines the items above as well as expenses to the agency. (see below)</p> <p>EXPENSES THE OFF-CAMPUS AGENCY PAYS:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 10%;">40 %</td> <td>Wages</td> </tr> <tr> <td>10 %</td> <td>Administrative Fee</td> </tr> <tr> <td><u>4%</u></td> <td>Benefits Charge</td> </tr> <tr> <td>50.4%</td> <td>Total</td> </tr> </table>	40 %	Wages	10 %	Administrative Fee	<u>4%</u>	Benefits Charge	50.4%	Total	<p>REQUIRED COMPUTER EQUIPMENT:</p> <p>In order to submit time to the CU Payroll system, your agency must meet the minimum PC computer requirements (currently we cannot contract with Mac users):</p> <p>PC computer only:</p> <ul style="list-style-type: none"> • Pentium PC • 75 MHz • 16 MB RAM • 40 MB of free disk space • Windows 2000, Windows 98, Windows ME, XP, or NT 4.0 • VGA controller and display 640 x 480 resolution or higher 256 color video display recommended • Network Interface Card or dial-up modem • Mouse Pointing Device • Commerical Internet Service Provider (ISP) or an agency's managed network. <p>TIMEKEEPING & HOW STUDENTS ARE PAID:</p> <p>Students fill out a timesheet on a bi-weekly basis listing the time in & time out for each day worked. Students can only be paid for actual hours worked (i.e. not anticipated hours). The agency electronically submits the total number of hours that the student worked to the CU Payroll system. The actual timesheet, must be retained by the agency for a minimum of 3 years (5 years recommended).</p> <p>Students are paid on a bi-weekly basis by the University. The agency, in turn, is billed on a monthly basis for its portion of the charges. Agencies are given 45 days in which to pay their bill.</p>
40 %	Wages										
10 %	Administrative Fee										
<u>4%</u>	Benefits Charge										
50.4%	Total										

**AGENCY
RESPONSIBILITIES:**

1. To complete a contract on an annual basis.
2. To ensure that the student's work is in the public interest, does not displace already employed workers, and does not involve religious worship.
3. To set the student wage between minimum wage (currently \$5.15) and the maximum student wage (currently \$17.61).
4. To accept or reject qualified work-study student applicants without regard to race, religion, age, sex, disability, creed, or national origin.
5. To provide the Student Employment Office with a copy of the student job description.
6. To notify the Student Employment Office of students who will be working for them as well as their payrate.
7. To only employ student AFTER the student has presented them with an eligibility form from the University, which indicates that the student has completed their payroll paperwork and is eligible to begin earning their work-study award.
8. To ensure that a work-study employee is not paid more than a regular hourly employee when both employees are performing identical job duties within the agency.
9. To furnish adequate, qualified supervision of the student and manage the student timesheets on a daily basis.
10. To report the actual hours worked for each student employed by the agency on a bi-weekly basis to the University Payroll Office (according to the published payroll calendar).
11. To ensure that the student does not exceed 40 hours per week.

12. To ensure that the student does not exceed their work-study award amount (Employers allowing their students to exceed their work-study award may have their contract terminated).
14. To retain the timesheets for a minimum of 3 years (5 years recommended).
15. To pay the monthly invoice in a timely manner.

**UNIVERSITY
RESPONSIBILITIES:**

1. To advertise work-study positions on our job boards, as well as on our website.
2. To determine a student's work-study eligibility and verify that they have been awarded work-study.
3. To complete all of the paperwork to set up the student in the payroll system (including the I-9, W-4, and Direct Deposit form) and provide the student with a Work-study Eligibility Form, which will be presented to the employer.
4. The University will pay the student at the designated payrate according to the established bi-weekly schedule for the amount of hours that the student worked.
5. To send the student's advice/warrant to their home address each bi-weekly pay period.
6. To issue the student a W-2 each calendar year.
7. To provide the agency with an employer handbook, as well as written updates on changes in policies and/or procedures.
8. To provide training sessions for the agencies which outline the work-study program policies and procedures.

**2006-2007 WORK-STUDY
DATES:**

Academic Year:
Full year: 8/13/06 - 5/05/07
Fall only: 8/13/06 - 12/16/06
Spring only: 12/17/06 - 5/05/07

Students should apply for financial aid by April 1, 2006 to be given full priority for a 2006-2007 academic year work-study award.

Students must have already applied for financial aid using the 2006-2007 Free Application for Federal Student Aid (FAFSA). They must also apply for summer aid via web application to be considered for a summer work-study award. The Summer Aid Application on the web and additional information will be available around February 1, 2006. Work-study funds are limited, so if a student would like to be considered for a summer award, they should apply by the March 14, 2007 priority date.

**ADDITIONAL
INFORMATION:**

For more information, please contact:

Brenda Duran 303-492-3548

The University of Colorado at Boulder has a strong commitment to the principles of diversity and takes affirmative action to achieve that end. The University does not discriminate in its educational and employment programs and activities on the basis of race, color, national origin, sex, age, disability, creed, religion, or veteran status.

Colorado
University of Colorado at Boulder