



DEFINITION OF WORK-STUDY:

Work-study is a need-based financial aid program that allows students to earn a portion of their federal or state aid by working at an hourly rate. The work-study award covers a portion of the student's salary and the remaining portion is paid by the off-campus agency where the student is employed.

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.

Work-study is awarded along with other financial aid, and once they're awarded, students must remain enrolled and maintain their financial aid eligibility throughout the year.

Students apply and receive separate work-study awards for the academic year (August - May) and the summer (May - July). 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.

OFF-CAMPUS WORK-STUDY EMPLOYERS:

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 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:

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; and
3. Will not involve the construction, operation, or maintenance of any facility used as a place for religious worship.

Off-campus work-study employers sign a contract with the University, which outlines the items above as well as the expenses to the agency.

EXPENSES THE OFF-CAMPUS AGENCY PAYS:

- 40 % Wages
- 10 % Administrative Fee
- 1.2% Benefits Charge (subject to change every 2 years)
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- 51.2% Total

TIMEKEEPING & PAYING STUDENTS:

Students complete timesheets 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) and the timesheet must be signed by student and supervisor. The agency electronically submits the total hours worked to the CU Payroll system.

See the [timesheet section](#) in the off-campus work-study employer handbook for more details.

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 to pay their bill.

AGENCY RESPONSIBILITIES:

1. Complete a contract on an annual basis.
2. Ensure that the student's work is in the public interest, does not displace already employed workers, and does not involve religious worship.
3. Set the student wage between minimum and maximum wage (currently \$7.64 and \$20.23, respectively).
4. Accept or reject qualified work-study student applicants without regard to race, religion, age, sex, disability, creed, or national origin.
5. Provide the Student Employment Office with a copy of the student job description.
6. Notify the Student Employment Office of students who will be working for them as well as their pay rate.
7. Only employ student AFTER the Student Employment Office has presented the agency an eligibility form. This form indicates that the student has completed their payroll paperwork and is eligible to begin earning their work-study award.
8. 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. Furnish adequate, qualified supervision of the student and manage the student timesheets on a daily basis.
10. Report 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. Ensure that the student does not exceed 40 hours per week.
12. Ensure that the student does not exceed their work-study award amount without prior approval from the Student Employment Office. Allowing students to exceed their work-study award without approval from CU Student Employment is grounds for contract termination.
13. Retain the timesheets for a minimum of 3 years (5 years recommended).
14. Pay the monthly invoice in a timely manner

UNIVERSITY RESPONSIBILITIES:

1. Advertise work-study positions on our website.
2. Determine a student's work-study eligibility and verify that they have been awarded work-study.
3. Complete paperwork payroll system paperwork for the student (including the I-9, W-4, and Direct Deposit form) and provide the agency with a Work-Study Eligibility Form in a timely manner.
4. Pay the student at the designated pay rate according to the university's bi-weekly schedule for their hours worked.
5. Send the student's advice of deposit to their MyCUInfo portal each bi-weekly pay period.
6. Issue the student a W-2 each calendar year.
7. Provide the agency with an employer handbook, as well written updates on changes in policies and/or procedures.
8. Provide training sessions for the agencies which outline the work-study program policies and procedures.

2012-2013 WORK-STUDY DATES:

Academic Year:

Full year: 08/19/12 - 05/11/13

Fall only: 08/19/12 - 12/23/12

Spring only: 12/24/12 - 05/11/13

Students should apply for financial aid by April 1st of each year to be given full priority for the upcoming academic year's work-study award.

SUMMER WORK-STUDY:

Students interested in earning summer work-study must submit a separate application to be considered for an award. The Summer Aid Application and additional information will be available around March 1st each spring. Summer work-study funds are limited so the employer should submit a work-study increase request as soon as possible if the initial summer award will not cover all the hours the student would like to work. Due to the limited nature of the funds, we can't guarantee that increases will be granted.

Students who had work-study earnings during the academic year will be given first priority for summer funds. If a student has not been awarded work-study by May 1st, it is unlikely a summer work-study award will be granted.

In order to be eligible for a summer work-study award, students must:

- apply for summer aid via MyCUInfo, *and*
- have a valid 2012-13 FAFSA on file with the Office of Financial Aid by the date of the summer application, *and*
- either be enrolled for summer term, or have been enrolled at CU-Boulder during the spring 2013 term and enrolled for the fall 2013 term by the start of summer work-study earning.

ADDITIONAL INFORMATION:

For more information, please contact:

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