

Off-Campus Work-Study Employer

Factsheet 2024-25 *(Fall 2024, Spring 2025, Summer 2025)*

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. Work-study 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 offered along with other financial aid, and once granted, students must remain enrolled and maintain their financial aid eligibility throughout the year.

Students apply for and receive work-study for the academic year (August - May) and the summer (May - July) separately. 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
1.8% Benefits Charge (subject to change every year)

51.8% Total

Off-campus agencies are charged 100% for any late timesheets submitted. An employer can request for a late timesheet to be transferred to work-study but there is no guarantee this can be granted so be sure to have a student turn in their timesheet in a timely manner.

Any [sick leave](#) hours reported by a student are charged 100% to the employer and cannot be converted to work-study for any reason. Hours worked on-campus and with the contracted off-campus agency are placed in one pool of sick leave to use regardless of where the sick leave was accrued since students are paid from the University payroll.

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) or for accrued sick leave reported on the timesheet and the timesheet must be signed by student and supervisor. The agency electronically submits the total hours worked to the CU Payroll system.

See our [paying off-campus work-study student employees](#) webpage 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 campus minimum and maximum wage (currently \$16.00 and \$38.00 respectively).
4. Accept or reject qualified work-study student applicants without regard to race, religion, age, sex, disability, creed, or national origin.
5. Provide Student Employment with a copy of the student job posting with a description, location where it was posted, dates posted/removed, and which employees hired under that job posting. You can use the [template](#) found on our website to submit the form to our office.
6. Must retain a copy of the job posting used for each hire for the lifecycle of the employee plus 2 years. [Colorado Equal Pay for Equal Work Act](#) requires providing notice of job openings and promotional opportunities, including the hourly or salary rate or range, and a general description of all of the benefits and other compensation offered to the hired applicant. A copy must be sent to the Student Employment Office since we are considered the employer.
7. Notify Student Employment of students who will be working for them as well as their pay rate.
8. Only employ student **AFTER** Student Employment 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.
9. 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.
10. Furnish adequate, qualified supervision of the student and manage the student timesheets on a daily basis.
11. 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).
12. Ensure that the student does not exceed 40 hours per week.
13. Ensure that the student does not exceed their work-study amount without prior approval from Student Employment. Allowing students to exceed their work-study amount without approval from CU Student Employment is grounds for contract termination and 100% charge to your agency.
14. Retain the timesheets for a minimum of 3 years (5 years recommended).
15. Pay the monthly invoice in a timely manner

UNIVERSITY RESPONSIBILITIES:

1. Advertise work-study positions on our website. Can hire a student anytime while the job posting has been posted but it cannot be removed until it has been posted for at least 3 business days.
2. Agency can advertise on their website for a position, but our office will need a copy of the job description to meet our Colorado Equal Pay for Equal Work Act. They can use the [template](#) found on our website to submit the form to our office.
3. Determine a student's work-study eligibility and verify that they have been awarded work-study.
4. Complete paperwork in the payroll system (including the I-9) and have the student complete their W-4, and Direct Deposit.
5. Provide the agency with a Work-Study Eligibility Form in a timely manner.
6. Pay the student at the designated pay rate according to the university's bi-weekly schedule for their hours worked.
7. Send the student's advice of deposit to their MyCUInfo portal each bi-weekly pay period.
8. Issue the student a W-2 each calendar year.
9. Provide the agency with an employer handbook, as well written updates on changes in policies and/or procedures.
10. Provide training sessions for the agencies which outline the work-study program policies and procedures.

2024-2025 WORK-STUDY DATES:

Academic Year:

Full year: 8/18/24 - 5/10/25

Fall only: 8/18/24 - 12/21/24

Spring only: 12/22/24 - 5/10/25

Summer: 5/11/25 - 8/16/25

Students should apply for financial aid by February 15 each year to be given full priority for the upcoming academic year's work-study.

STUDENT HOURLY EMPLOYEE WORK POLICY:

Student employees working for CU are limited to a maximum of 25 hours per week, or **50 hours per bi-weekly pay period**, during the fall and spring semesters and to 40 hours per week (or 80 hours per bi-weekly pay period) during the summer.

Even though a student is working for your agency this policy applies since they are paid from the University payroll, and it includes any on-campus employers they may have.

Graduate and International students are limited to a [maximum of 20 hours per week](#). International student do not qualify for work-study so they cannot be hired by an off-campus

ADDITIONAL INFORMATION:

For more information, please contact:

Brenda Duran by email at

Brenda.Duran@Colorado.edu or

Studentemployment@Colorado.edu

SUMMER WORK-STUDY:

Students interested in earning summer work-study must submit a separate application to be considered. The Summer Aid Application and additional information will be available around March 1 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 amount 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 1, it is unlikely summer work-study will be granted.

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

- apply for summer aid in Buff Portal,

and

- have a valid 2024-25 AND 2025-26 FAFSA on file with the Office of Financial Aid by the date of the start of summer term. Submitting the FAFSA on the deadline date is not submitting to our office. The FAFSA is sent to the government first and that will take three to five days to process and then it's sent to our Financial Aid Office.

and

- must demonstrate need in 2025-26 by the date of the start of summer term.

and

- either be enrolled for summer term or have been enrolled at CU Boulder during the Spring 2025 term and enrolled for the upcoming Fall 2025 term by the start of summer work-study earning.