



UNIVERSITY
· OF ·
COLORADO
AT COLORADO SPRINGS

Off Campus Employers

**OFF- CAMPUS
EMPLOYER INFORMATION
MEETING**

WHAT IS WORKSTUDY?

- ⦿ A subsidized employment program (subsidized by state and federal funding)--employer pays only a portion of student's wage (naturally work study students are in high demand due to the reduced cost of their employment-we have more employers/positions available than funded students!)
- ⦿ Community service emphasis!
- ⦿ You pay 35% of wage up to the amount of the award (but receive 100% of wage benefit). (i.e. student works for \$2000 worth of labor for amount of \$700 billed or \$4000 for \$1400 billed to your agency)!!

What is Work Study? (continued)

- ⦿ Must pay the same wages as non-work study employee (max. of \$18/hr).
- ⦿ Work is in the public interest and would otherwise not be provided.
- ⦿ Not used to fill work positions that you would normally hire a regular employee for.
- ⦿ You pay 109% of wage after the award is earned. Please check with the Student Employment Coordinator before working a student beyond their award! (Sometimes student earnings are limited to certain amounts!)

THE FINANCIAL AID PROCESS (FINANCIAL AID DETERMINATION)

- ◎ How do students get awards?
 - Apply for aid (timing is critical!!)--must re-apply every year!
 - Show financial need.
BUDGET minus FAMILY CONTRIBUTION (RESOURCES & ASSETS) = NEED
 - School has enough money to award student? Meet (student) reasonable academic progress
HOURLY EARNINGS - most students may earn unlimited beyond their work-study award. Only students whose financial aid is based upon projected earnings have earnings limitations. These students must fill out a form before we can determine the amount of their hourly earnings. A separate letter is also sent to employer discussing the earnings limit.

EMPLOYMENT PROCESS

- ⦿ DETERMINE NEEDED JOB CATEGORIES AND SALARIES IN CONJUNCTION WITH YOUR AGENCY'S HIRING PRACTICES; design an agency [compensation plan](#)

THEN:

- ⦿ **PREPARE A [JOB DESCRIPTION](#)--specifying the essential duties and needs of the job.**

POST A JOB (via the World Wide Web) with Office of Financial Aid/Student Employment via [SEAN's Place](#) --we solicit job orders usually about 4-6 weeks before the term starts; jobs are available for student to look at about 3-4 weeks before the working term begins. We will email you at the proper time to list jobs with us. **NEW POSITION VACANCIES MUST BE POSTED AT LEAST 3 DAYS ON SEAN'S PLACE**

Employment Process (continued)

- ◎ **WE LIST JOB ON SEAN'S PLACE** (Student Employment Assistance Network)--computer bulletin board. [SEAN's Place](#) is a self referral network now connected to the UCCS homepage on the WWW. UCCS web site is: <http://www.uccs.edu>; Student Employment is at: <http://www.uccs.edu/stuemp>
- ◎ **You may sign onto SEAN's Place to view your postings** (2-3 days after submitting the jobs to us) by using 999999999 as your "student number" and 090909 as your "date of birth". Look in "Off Campus Work Study" or "Community Service Work Study".
- ◎ **STUDENT CONTACTS YOU FOR AN INTERVIEW.**
 - Have you prepared [interview questions](#)?
- ◎ **DISCUSS JOB/SCHEDULE/QUALIFICATIONS/COMPENSATION, ETC, IN INTERVIEW.**
- ◎ **IF HIRE**--send student to SEO (Student Employment Office) office for [Job Data Worksheet \(JDW\)](#) and notify our office to REMOVE your JOB listing. *Work agreement/contract with student is for 1 semester!* Also, please NOTIFY student(s) that you interviewed but did NOT HIRE of the position being filled!!! Here is the [work semester start and stop dates/calendar](#).

Employment Process (continued)

- ⦿ Do a [Job Description](#) with student immediately; we also encourage you to complete an agency work-study position(s) [compensation plan](#) and give a copy to the student as you hire.
- ⦿ A compensation plan states what wages students are hired at, exceptions to starting wages (i.e. higher wage for more experience) and when students might expect to earn raises and under what conditions (i.e. after 1 semester and a satisfactory evaluation and every year after that).
- ⦿ [Click here](#) for more information/tips on [orientation and training](#) of a student employee.

PAYROLL PROCESSING

- ◎ **JOB DATA WORKSHEET (JDW)**: should be submitted to the SEO (Student Employment Office) **before** the student starts work! Available at SEO for newly hired student(s) to pick up--or we email it directly to the employer when student visits our office to complete other new hire paperwork.
 - Have students see the SEO for JDW distribution as soon as they are hired (i.e. This could be a few days/weeks before they start working.) Please keep a copy of JDW for your records. (For rehire of a student employee from a prior year, the employer may download and complete the JDW directly from the link above and submit it to the SEO).
- ◎ **SIGN IN/SIGN OUT SHEETS**: keep in file/exact times worked. Must be used by all students. Must be signed by the student and the employer. Pay periods are 2 weeks in length.

PAYROLL PROCESSING (continued)

- ◎ **TIME REPORT ROSTER (TRR)** sent to employer by Personnel after JDW is processed. With the exception of when the student is initially appointed, if the TRR hasn't arrived by the end of the first week of the pay period, call personnel (262-3372) **SEE DUE DATES PAGE**. Also see instructions for filling out a blank TRR if a pre-printed one is not available. Fax completed TRR to: 262-3650.
- ◎ **OVERTIME**: Must be pre-authorized
- ◎ **RAISES**: Submit **JDW**, **evaluation** and **job description** to SEO.
- ◎ **WORKING** - set up work schedule. Fall=20 weeks; Spring=20 weeks; Summer=12 weeks. Work study Students can NOT work during scheduled classes. Get copy of class schedule & keep in personnel file.
- ◎ **JOB DESCRIPTION**: List the essential job duties and tasks; be specific-in physical requirements of job, too (i.e. "ability to lift 70 lbs.")
- ◎ **SUPERVISION**: if not direct, validate that work has been performed, i.e. grading papers.

YEARLY AUDIT

- ◎ Individual appointments –
 - 3/4 hr. to 1 hour in length.
 - To make sure we're in compliance with state and federal regulations.
 - You must have a personnel file for all employees (keep for 5 years after student employee leaves).
 - Have the following in this file for a "perfect" audit (also see [records](#)) use [audit checklist](#) for each file.

What to have on file

- ⦿ The Job Description mutually agreed to and signed by the employer and employee
- ⦿ Departmental Sign In/Sign Out Forms that are signed by the student employee and the supervisor for all pay periods
- ⦿ Time Report Roster copies for all pay periods
- ⦿ At least the latest copy of the JDW
- ⦿ Evaluations completed after the student has been employed for 12 months, to justify a raise or if student employee has been fired
- ⦿ Student class schedules for each semester worked (work study students only)
- ⦿ Compensation Plan - keep available in your office.

OFF CAMPUS BILLING

- Billed once per month--Student Employment Office/Shannon Cable(255-3055).
- Bill is 26% of work study gross earnings during month + 2% worker's comp + 7% administrative service charge(35% total bill); 100% of hourly earnings during month + 2% worker's comp + 7% administrative service charge(109% total bill)

VOLUNTARISM

- Fair Labor Standards Act of 1938 prohibits volunteering for employer!

PARTNERS

- ◎ Student employee training-
 - service excellence topics
 - paid work training time
 - certificate issued

AMERICA READS and AMERICA COUNTS

- Tutoring in reading for elementary school age children--26% charge of award is waived!

Are you an AmeriCorps Eligible Employer?

- If your organization directly fills an unmet human need in the community you may be eligible to participate in the AmeriCorps program through your workstudy employees.

UCCS WEB SITE HAS MORE INFO!!

<http://www.uccs.edu/>. Go to [Enrolled Students->Financial Aid/Student Employment -> Student Employment](#).

- ◎ [Handbook](#) available online as well!
 - i.e. [Termination and Discipline Policy](#); i.e. [Grievance Policy](#))

UCCS JOB LOCATOR DESK TELEPHONE

- 255-3454--Use this number for any questions you have on listing and removing your jobs!

STUDENT EMPLOYEE INJURY ON JOB

- Report to UCCS Public Safety Office immediately at 255-3111.

Employer's Sean's Place

- ◎ SEAN's Place Employer Sign-on & information is available at:
<http://www.uccs.edu/~stuemp/jobforms.shtml>
- ◎ You are able to enter, view, update, and close your own jobs with a unique employer id!
- ◎ Please remember to close your jobs when filled! 😊