

UNIVERSITY OF TEXAS ARLINGTON
OFF-CAMPUS WORK-STUDY POLICY
MANUAL

CAREER DEVELOPMENT CENTER

Contents

Mission and Goals	4
Mission	4
Goals for Work-Study	4
Introduction and Purpose	4
Work-Study Regulations	4
Agency Eligibility	4
Site Visits	5
Types of Jobs and Community Service	6
Student Eligibility	7
Work-Study Award Overview	7
Work-Study Award	7
Award Revisions	8
Award Period (Employment Dates)	8
Hiring and Managing Your Work-Study Student	8
Recruiting a Work-Study Student	8
After Hiring a Work-Study Student	9
Training, Preparation, and Evaluation	9
Re-Hiring a Work-Study Student	9
Separation and Termination	10
Voluntary Separation	10
Termination Policy	10
Pay Rates and Hours Worked	10
Pay Rates and the FWS Share	10
Maximum Work Hours and Quantity of Work	11
Reimbursement Rates	11
Paperwork Submission Process	12
Required Reimbursement Paperwork	13
Off-Campus Work-Study Timesheet	14
Delinquent Paperwork	14
After All the Work-Study Award is Earned	15
End of the Employment Period	15
Evaluations	15

Contract Information Confirmation Form	16
Employer Checklist	16
Employer FAQs	18
Contact Information	19

DISCLAIMER:

The content of this manual is subject to change. If changes do occur, employers will be notified immediately.

Updates: October 2021

Addition made to reimbursement amounts

According to the 2021-2022 FSA Handbook, UTA is not allowed to reimburse Off-Campus partners for fringe benefits. This includes sick leave, vacation pay, holiday pay, employer contributions to Social Security, workers' compensation, retirement, or any other welfare or insurance program. This means when submitting a reimbursement invoice, UTA will only reimburse wages earned after taxes.

Updates: November 2020

(Changes highlighted in yellow)

Changes made to how an agency enters into a contract with the University of Texas at Arlington

In order to be considered for participation in the Work-Study (WS) Program at the University of Texas at Arlington, interested employers in the DFW area must submit the following documentation to the Lockheed Martin Career Development Center:

- The Contract Packet which may be obtained by calling the Lockheed Martin Career Development Center at (817) 272-2932 or emailing at offcampusworkstudy@uta.edu.
 - The employer may be subject to screening questions to see if the agency qualifies prior to being sent the contract packet.
- Once the Contract Packet is received, the Coordinator will send an invitation to complete our Electronic Vendor Form* through PaymentWorks.

Updates: August 2020

(Changes highlighted in yellow)

Changes made to Work-Study Award Period (Employment Dates):

- The award period for work-study has been changed to the following dates:
 - Fall: 08/16 – 12/31
 - Spring: 1/1 – 5/31
 - Summer: 6/1 – 8/15
- Instead of:
 - Fall: 9/1-12/31
 - Spring: 1/1 – 5/31

- Summer: 6/1 – 8/31

Updates: February 2019

(Changes highlighted in yellow)

Changes made to paperwork submission process:

- We are now able to accept all reimbursement paperwork digitally, instead of as hard original copies through the mail.
- The process for uploading these files into the newly created Shared OneDrive Folder is outlined on page 11.

Timesheet

- Explicit language has been added to state the importance of student signatures on their timesheets. We cannot reimburse you if you are lacking the student signature. Please have your student sign them at the end of every pay period to avoid this issue.
 - *****IMPORTANT: YOU WILL NOT BE REIMBURSED IF YOU ARE MISSING A STUDENT SIGNATURE ON THEIR TIMESHEETS. THIS IS A FEDERAL COMPLIANCE AND AUDIT ISSUE AND CANNOT BE AVOIDED. HAVE YOUR STUDENT WORKERS SIGN THEIR TIMESHEETS AT THE END OF EVERY PAY PERIOD TO AVOID THIS ISSUE. – Page 12**

Deadline Enforcement

- Up until now, I have been lenient with deadlines. However, with the digital submission process improvement, I will start strictly enforcing them. The deadline policy is outlined on page 13.

Updates: January 2019

Changes made to reimbursement procedure:

- We are now able to accept timesheets that our employer partners provide us. If you send me an example of what your timesheet looks like, I can make sure it has all of the information that we need. If you would like to use the official timesheet, it can be found on the Off Campus Work Study Website.
- The Billing Statement and Invoice forms have been condensed into just one, updated invoice form. The billing statement documents and the old invoice form will be removed from the website in January, and invoices for each reimbursement level will be posted at that time.

Changes made in the policy manual:

Mission and Goals

- Added for clarification of purpose

Hiring and Managing your Work-Study Student (page 6)

- New Handshake Job posting procedures: If an employer chooses, the Off Campus Work-Study Coordinator can begin an employer's profile for them and post their first batch of jobs while employers familiarize themselves with the process. After the initial posting employers are responsible for posting their approved jobs on Handshake.
 - This policy was put into place due to the large amount of jobs that I was posting.
- Student application instructions: After logging in, they search for jobs and apply as instructed (either through Handshake or through an external website that the employer hosts).
 - On Handshake we are only given the options of having students apply through Handshake or through an external site, we cannot list specific email addresses as where the application must be sent to. This was also updated in the job description so there is no confusion on how students will be applying.

Pay Rates and Hours Worked (page 8-11)

- “Payroll Process” changed to “Reimbursement Process”
 - This was to be more specific and accurate; the payroll department is not involved in reimbursement.
- Purpose of the Work-Study Eligibility Form - to verify that the student has been awarded Work-Study for the current academic year and to determine what that student's award limit is.
 - Language added to make the description more precise
- Any changes made to paperwork (crossing something out, using white out, etc.) MUST be initialed by the paperwork preparer to signal it was the employer who made the changes to the timesheet or invoice.
 - Added to provide clarification that edits made to handwritten documents must bear preparer's initials
- The Work-Study Coordinator will send employers personalized reminders at designated points during the month provided that the employer provides their pay period schedule. If the employer does not provide their pay period schedule, reminders will be sent near the end of the month.
 - Not all employers are on the same pay period schedule and in an effort to make sure reimbursements are done as timely as possible, personalized reminders are available if employers provide me with their pay period schedule.

Mission and Goals

Mission

Our mission is to provide a mutually beneficial partnership that allows UTA students to gain experience and make connections in DFW while giving employers the ability to connect with talented UTA students and hire them at a lower cost through subsidized wages.

Goals for Work-Study

1. Create mutually beneficial partnerships for students and for employers.
2. Establish sustainable pipelines for employers to support their efforts in the DFW metroplex.
3. Provide students with professional development opportunities and experiences to prepare them to enter the workforce.
4. Provide support to supervisors through personalized Work-Study training, digital resources, and clarity on procedures.
5. Partner with other departments on campus to educate UTA students, faculty, and staff of the off campus opportunities available and the benefits of Work-Study.

Introduction and Purpose

Federal Work-Study was created by Congress in 1964 as a part of the Economic Opportunities Act. This act was created to facilitate economic growth for American citizens, and one of the key ways to accomplish this is to make higher education more affordable. Texas Work-Study was established with a similar goal; to provide employment to students who have a financial need. Each year, the federal and state government spends millions of dollars funding Work-Study for eligible college students, so that they may earn money to pay for their education and other associated costs.

The Work-Study program has 3 main goals:

1. Assist students in covering the costs of higher education;
2. Provide students with real world job experience;
3. Better the communities surrounding colleges and universities through sustainable partnerships.

With your help, the University of Texas at Arlington can reach these goals and provide meaningful experience for students, make higher education more affordable, and benefit the community.

Work-Study Regulations

Agency Eligibility

In order to be considered for participation in the Work-Study (WS) Program at the University of Texas at Arlington, interested employers in the DFW area must submit the following documentation to the Lockheed Martin Career Development Center:

- The Contract Packet which may be obtained by calling the Lockheed Martin Career Development Center at (817) 272-2932 or emailing at offcampusworkstudy@uta.edu
 - The employer may be subject to screening questions to see if the agency qualifies prior to being sent the contract packet.
- Once the Contract Packet is received, the Coordinator will send an invitation to complete our Electronic Vendor Form* through PaymentWorks.

*While the Electronic Vendor Form is being processed, UTA will check for proof of agency's "good standing" with [Texas State Comptroller's Office](#).

In addition to the above documentation, prospective Work-Study employers may be asked to provide information about funding. Knowing what percentage of the funding is recurring and what percentage is derived from donations helps us assess the employer's ability to pay students for all hours worked.

Employers may not assign any student to perform work which:

- Involves students working more than 8 hours per day;
- Will result in displacement of employed workers of the Agency or impair its existing contracts for services;
- Will fill positions that are vacant because the Agency's regular employees are on strike;
- Has different qualifications from non-WS positions;
- Will involve any partisan or nonpartisan political activity associated with a candidate or with a contending group or faction for election for public office;
- Involves lobbying on the Federal or State level;
- Involves the construction, operation or maintenance of any facility used, or to be used, for sectarian instruction or as a place of religious worship.

The Work-Study Agreement may be terminated at any time by the Institution or the Agency upon two weeks' prior written notice to the other party.

Site Visits

Prior to the contract being finalized by the University of Texas at Arlington, the JLD and Work-Study Coordinator will conduct a mandatory initial site visit to gain knowledge of the employer's facility and staff. The purpose of this visit is to assess the employer's ability to provide a safe environment for students and to gather knowledge of the employer's current staffing level to assess the employer's ability to properly supervise students and correctly complete all required Work-Study paperwork in a timely manner. During this visit, the JLD and Work-Study Coordinator will give the employer a personalized training of the procedures for hosting a Work-Study Student. Training materials will also be provided to the employer so that they have all of the resources they need to successfully and quickly begin the process of hiring a Work-Study student.

Regular site visits will be conducted at least once every three years to each employer's facility. These site visits will be in addition to the initial site visit, and will be recurring as long as the

contract is in place. The purpose of these site visits will be to ensure the facilities are safe, the students are performing the work that was specified in the job description, and to check in with employers and student workers. Site visits may occur more frequently if problems have been reported by either students or employers. These visits will be mandatory for the continuation of the contract. The JLD and Work-Study Coordinator will initiate the planning for these visits, and they may be completed any time during the academic year or during the summer immediately following the academic year.

Types of Jobs and Community Service

WS students can be employed in a variety of positions in schools, tutoring centers, non-profits, government agencies, or with for-profit employers. WS Regulation 34 CFR 675.18 states: "A school must use at least 7% of its Federal Work-Study allocation" for students employed in community service jobs. This must include at least one Work-Study student hired as a tutor.

Eligible tutoring positions are as follows:*

- Reading tutor for children in preschool through elementary school;
- Tutor involved in family literacy activities;
- Math tutor for grades K-9.

*Students employed as tutors must spend all of their time tutoring. However, approximately 1 hour a week may be spent doing evaluation and preparation activities.

Students may also be employed at non-profit or governmental agencies, in Community Service positions. To qualify for the Community Service Designation, work performed must be in the public interest. Public interest is defined in the Federal Student Aid Handbook as "work performed for the welfare of the nation or community rather than work performed for a particular interest or group" (6-71). Priority is placed on "jobs that will meet the human, educational, environmental, and public safety needs of low income individuals" (6-62). The jobs themselves must be "designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems relating to their needs" (6-64), and students must "provide services that are designed to improve the quality of life for community residents or to solve particular problems related to those residents' needs" (6-64). Students' work may be direct or indirect service so long as it is still benefitting the community at large and not just the agency. An example of direct service would be tutoring children in an afterschool program, while indirect service would be conducting research for the agency so that they know where their services are most needed. As both types of service are in the public interest, both fulfill the Community Service requirements.

In the past, Community Service positions have been found in areas of child care, health care, social services, welfare, crime prevention/control, transportation, recreation and education, emergency preparedness and evacuation, emergency response, injury prevention strategies related to natural disasters and acts of terrorism, or positions that encourage civic participation.

The Tutoring and Community Service designations are important because in the event that WS funds become limited, the positions designated as Community Service, Reading Tutor, or Math Tutor will be approved first. See the Work-Study Award section below.

Work at a for-profit agency must be academically relevant to the student, and should assist in the development of career readiness skills. According to federal guidelines a for-profit agency may not receive a Community Service designation for Work-Study positions.

Student Eligibility

The following criteria establish a student's eligibility for Work-Study at The University of Texas at Arlington:

- A student must show documented financial need every year by completing the [Free Application for Federal Student Aid \(FAFSA\)](#). Need is determined by an analysis of financial resources available to the student.
- A student must meet [Satisfactory Academic Progress Policy](#) standards as established by the UT Arlington Office of Financial Aid and Scholarships.
- A student must be awarded Federal or Texas Work-Study on the Work-Study Verification (WSV).
- A student must maintain at least half-time enrollment in regular UTA coursework at all times:

	Fall or Spring	Summer*
Undergraduate	6 hours	6 hours
Graduate	5 hours	5 hours

*Student must be enrolled in both summer sessions

Please note that per WS Regulation 34 CFR 675.16, "WS funds may not be used to pay for work performed after the student withdrew." Students must remain enrolled as noted above in order to qualify for participation in the WS program. Because it is impossible to monitor enrollment in UTA Extension or Distance Education coursework, such hours cannot be included in the student's total number of hours for Work-Study eligibility purposes.

Even if a student meets all the above-mentioned criteria, they may still be barred from participating in the WS Program. This is usually the case when a student has a record of serious misconduct with a previous WS employer.

Work-Study Award Overview

Work-Study Award

The WS award amount represents the total gross amount the student may earn per semester. For example, Sue Student's Fall Work-Study Award is \$1400. Her Work-Study Job pays \$8.00/hour. In order for Sue to earn her \$1400 Fall WS award, she must work 175 total hours ($175 \times \$8 = \1400). This means Sue must work an average of 14 hours per week. Employers may easily verify the FWS award amount during the job interview by asking to see the student's Work-Study Eligibility Form.

A student is never allowed to earn more than the amount of their Work-Study award. The Office of Financial Aid and Scholarships will not reimburse an employer for hours paid in excess of the

award. If a student exhausts their Work-Study allocation, the agency must pay 100% of applicable wages.

A [Work-Study Balance Sheet](#) is available to assist students and employers in determining the amount of Work-Study earned-to-date. The student and the employer are responsible for monitoring WS gross earnings.

«TIP» Review the student's Work-Study Balance Sheet immediately after each payroll.

Award Revisions

Occasionally, the Office of Financial Aid and Scholarships may reduce the student's WS award upon learning of additional resources like scholarships or tuition waivers. The Lockheed Martin Career Development Center will notify the employer of the revision via e-mail or telephone so they can determine the amount remaining to be earned and the student can avoid earning more than the revised award amount.

In the case of less than half-time enrollment or withdrawal from UTA, employers will be notified of the date the student was last eligible to work as a Work-Study employee, and advised that they will not be reimbursed for any hours the student worked beyond that date.

Award Period (Employment Dates)

The award period is the period during which students may earn their WS award. Students may never begin their WS job prior to the start of the award period or continue to work after the award period ends. A student's WS award is meant to be earned over the entire award period -- it is unacceptable for a student to earn the full award in the first half of that period. Award periods (Employment Dates) are as follows (these dates are also preprinted on the [Report a Student Hire Form](#)):

Employment Dates for Each School Year:

- **Fall: 08/16 – 12/31**
- **Spring: 1/1 – 5/31**
- **Summer: 6/1 – 8/15**

Hiring and Managing Your Work-Study Student

Recruiting a Work-Study Student

The Lockheed Martin Career Development Center helps approved employers recruit Work-Study (WS) students by offering access to [Handshake](#), our online job database.

Handshake is available to employers 24 hours a day, 7 days a week. To post a job, employers login to the job database using their Employer ID and Password. Job postings should include information from the Job Description Form, which is included in the contract packet. After a job is posted, it is reviewed by the Employer Relations Team. If it is complete and meets EEO

guidelines, it is activated for students to view. The Employer Relations Team will contact the employer in the event there is a problem with the job posting.

If an employer chooses, the Off Campus Work-Study Coordinator can begin an employer's profile for them and post their first batch of jobs while employers familiarize themselves with the process. After the initial posting employers are responsible for posting their approved jobs on Handshake.

WS students access the Handshake job database to search for WS jobs. After logging in, they search for jobs and apply as instructed (either through Handshake or through an external website that the employer hosts).

Before beginning the interview process, it is imperative that the employer ask to see the Work-Study Eligibility Form (WSE) to verify that the student has been awarded Work-Study for the current academic year and to determine what that student's award limit is. The student should bring a copy of the WSE to the interview.

The employer has the final say in whether a student is hired. If the student is hired, the employer should close the job on Handshake right away, unless there are additional openings. If an applicant is not hired, the employer should refer the student back to the job database to look for placement elsewhere.

After Hiring a Work-Study Student

When an employer hires a WS student, it is their responsibility to download, complete, and submit the [Report a Student Hire Form](#) to the shared OneDrive Folder. The employer should keep a copy of the form for their records. This form is the only required notification that a student is hired.

Training, Preparation, and Evaluation

According to federal guidelines, students may be paid for a reasonable amount of training prior to their regular job duties begin. Federal regulations consider approximately 20 hours to be a reasonable length of time. Likewise, federal guidelines consider a reasonable amount of preparation and evaluation time to be acceptable.

Re-Hiring a Work-Study Student

If you would like to hire the same student worker for another semester (employment period) who has already been with your agency, you must confirm with the student that they would also like to return. Upon mutual agreement that the student will return, please fill out and submit the [Report a Student Hire Form](#) to the shared OneDrive Folder. You may also update the original, provided you initial all changes and re-submit the form. This ensures that reimbursement will continue.

Separation and Termination

Voluntary Separation

If you do not want to re-hire your student worker, or if they have decided that they will not return, please fill out the [Separation Form](#) and upload it to the shared OneDrive Folder. On this form, you may indicate if you would like to hire another student worker. If you would like to hire a new student worker, please contact the JLD and Work-Study Coordinator so that a new job posting can be added to Handshake.

Termination Policy

If a WS student's work becomes unsatisfactory, the employer should make every effort to counsel the student and resolve the performance issues. After sufficient counseling, if the employer feels the student can no longer remain in their position, they should notify the Lockheed Martin Career Development Center. If termination proves to be the best option, the Lockheed Martin Career Development Center will advise the employer to complete the [Separation Form](#), which serves as a record of the student's INVOLUNTARY TERMINATION, and upload it to the shared OneDrive Folder with the student's final Off-Campus Work-Study Timesheet, photocopy of the paystub, and appropriate Invoice (50% Reimbursement, 75% Reimbursement, and 100% Reimbursement). If serious misconduct is the reason for dismissal, the student will be barred from receiving WS awards in the future.

Where job performance issues are concerned, WS student employees should be counseled in the same way any non-WS employee is counseled.

«TIP» Give WS students a written list of duties and responsibilities upon hiring to avoid a possible miscommunication of expectations, and provide routine feedback during the course of their employment.

Pay Rates and Hours Worked

Pay Rates and the FWS Share

Students employed under the WS Program can never be paid on a salary, commission, contract labor, or fee basis. Please note that Federal Work-Study Regulation 34 CFR 675.24 states, "WS students must be paid on an hourly wage basis for actual time on the job". Although the rate of pay is determined by the off campus agency, all jobs must pay at least minimum wage (\$7.25 per hour). Most jobs pay more, however, depending upon the student's experience and skills. WS regulation 34 CFR 675.76 requires that WS students be paid at least once per month.

Per HEA 488A(d), a student's FWS wages may only be garnished to pay costs of attendance the student owes the school during the period of the award. As a result, WS employers must oppose any garnishment order they receive for any other type of debt.

Because WS students are not eligible for benefits, WS funds must not be used by the student's employer to provide benefits such as sick leave, vacation or holiday pay. Also, WS funds must never be used by the student's employer to pay the employer's contribution to Social Security, Worker's Compensation, retirement, or any other welfare or insurance program.

Maximum Work Hours and Quantity of Work

During the award period, a WS student cannot be "hired" to work more than 19 hours per week. They may, however, work more than 19 hours per week during the award period when classes are not in session (e.g. Spring Break).

Please note that under no circumstances may WS students ever be asked to work when they are scheduled to be in class, or to work more than 8 hours in any 24 hour period, or more than 40 hours per week when classes are not in session.

Students may not work in more than one Work-Study job at the same time. If your WS student plans to work in a Work-Study job and a non-Work-Study job at the same time, they should be aware of the "Quantity of Work" guidelines. The Quantity of Work guidelines were established to help students achieve balance between their schoolwork and their job(s). Finding the right balance is the key to maintaining satisfactory academic progress.

The Quantity of Work guidelines say that undergraduate students should not commit to more than 40 hours per week for all their jobs and classes combined. For example, if they are enrolled in 12 credit hours and their Work-Study job requires them to work 18 hours per week, they would be advised to work no more than 10 hours in a non-Work-Study job ($12 + 18 + 10 = 40$). The Quantity of Work Rule does not change for the summer semester.

Example:	40 total hours
minus	12 credit hours
minus	15 hours @ McDonalds
equals	13 hours @ Work-Study job

For graduate students, the number of credit hours a graduate student is registered for is multiplied by three. This number is then added to the number of hours worked per week. The final figure cannot exceed 56.

Reimbursement Rates

The Work-Study (WS) award amount reflected on the student's Work-Study Verification represents the gross amount the student may earn per semester. Agencies will be reimbursed, at differing rates, for a portion of their work study student's wages earned dependent on the classification of the position. Each of these classifications has a separate Billing Statement, so it is important to choose the appropriate one. Reimbursement rates for each type of Off Campus Work-Study position are as follows:

- Designated tutoring positions (non-profits, schools, or community centers): 100% of wages paid to a WS student
- Community Service positions (non-profits or government agencies): 75% of wages paid to a WS student
- For-profit employers: 50% of wages paid to a WS student

For the eligible tutor positions above, 100% reimbursement can include up to 20 hours of tutor training. The WS share will be 75%, however, for any tutor training hours beyond 20. This is because the goal is to spend funds for WS students to interact with the children, not for other activities.

Please note that employers will not be reimbursed for hours worked:

1. Prior to the approval of the Off-Campus Employer's Agreement to participate in the Work-Study Program.
2. In excess of the student's WS award.
3. Prior to the start or after the end of the Award Period.
4. After the student has lost WS eligibility by dropping below half-time enrollment or withdrawing from all classes.
5. Beyond 8 hours per 24-hour period.
6. Beyond 19 hours per week, or 40 hours per week during those times within the Award Period when classes are not in session (e.g. Spring Break).

****According to the 2021-2022 FSA Handbook, UTA is not allowed to reimburse Off-Campus partners for fringe benefits. This includes sick leave, vacation pay, holiday pay, employer contributions to Social Security, workers' compensation, retirement, or any other welfare or insurance program. This means when submitting a reimbursement invoice, UTA will only reimburse wages earned after taxes.**** (FSA Handbook, Volume 6, Chapter 2 page 52)

Paperwork Submission Process

As of February 2019, the Lockheed Martin Career Development Center is able to accept digitally submitted paperwork for all required documents.

After the contract is finalized, the Off Campus Work-Study Coordinator will create a shared OneDrive folder between the following people:

- The Off Campus Work-Study Coordinator
- The point of contact and/or supervisor at the organization
- Members of the UTA Office of Financial Aid

It is the responsibility of the points of contact/the supervisors at the organization to follow the instructions provided to them at this time to log into the shared folder and upload all documentation into its designated subfolder.

The following documentation must be uploaded into the appropriate folders at the following times:

- Report a Hire Forms – within 2 weeks of the student's first day worked
- Reimbursement Paperwork: By the end of each month***
- Separation Forms – Within 2 weeks of the student's last day worked.

***You may submit up to a month's worth of pay periods at a time. If this involves multiple pay periods, Reimbursement Paperwork is due within a month of the last day of the last pay period.

Example:

- Pay period 1: February 1-14
- Pay Period 2: February 15-28
- Paperwork due: by March 28th

Consequences of late documentation are listed in a separate section below, *and this policy will be strictly enforced.*

Required Reimbursement Paperwork

The required documentation for reimbursement (see below) must be completed and **submitted** no later than 30 days after the end of the last pay period. If your agency cannot comply with this schedule, please [contact](#) the Lockheed Martin Career Development Center. Delinquent reimbursement paperwork will jeopardize your agency's participation in the WS program as well as your agency's reimbursement.

Required documentation for reimbursement includes:

- Each WS student's [Work-Study Timesheet](#) with original signatures*
- Photocopy of each WS student's paystub.
- Appropriate Invoice ([100% Reimbursement](#), [75% Reimbursement](#), and [50% Reimbursement](#)) reflecting the names, listed in alphabetical order, of those WS students paid by your agency during the billing cycle. This form includes the amount your agency is asking to be reimbursed for a particular month. Please pay close attention to detail when completing the Invoice.
 - 100% Reimbursement – America Reads/America Counts Positions
 - 75% Reimbursement – Community Service Positions
 - 50% Reimbursement – Positions at For Profit Companies

***The timesheets must bear original handwritten signatures, and cannot be typed. This is required by federal guidelines for audits.**

It is the employer's responsibility to download copies of the Work-Study Timesheet and **appropriate Invoice** as needed from the Off-Campus Employer Documents. All forms submitted to the shared drive for reimbursement must bear the **handwritten** signature of the WS student's supervisor and/or the payroll accountant who processed the forms.

All packets submitted for reimbursement must be complete. Please review these documents carefully. Errors on these forms can be very time-consuming and may require corrections on the student's Timesheets for the following pay period.

Any changes made to paperwork (crossing something out, using white out, etc.) MUST be initialed by the paperwork preparer to signal it was the employer who made the changes to the timesheet or invoice.

Off-Campus Work-Study Timesheet

A weekly record of time worked by students is required by federal regulations. A [Work-Study Timesheet](#), with original signatures of the supervisor and the student, must be submitted each month for each student who is employed. An agency time sheet may be accepted in lieu of the Work-Study Timesheet if it is approved by the Lockheed Martin Career Development Center. (Timesheets must contain certain things per federal guidelines and therefore, if submitting an agency timesheet, it must be approved PRIOR to submission. If an agency timesheet is not approved by the Lockheed Martin Career Development Center, all billing paperwork will be sent back to the agency and will NOT be processed until the correct timesheet is turned in.)

Federal Work-Study Regulation 34 CFR 675.19 states: "The WS student's timesheet must include: certification by the student's supervisor" that the student has worked and earned the amount being paid; and a time record showing the "total hours worked per day". Any Timesheets submitted without the supervisor's original signature will not be honored and will be returned to the agency. The supervisor's signature certifies that the student has worked the number of hours reported and performed the assigned job in a satisfactory manner.

Students cannot work during the time period when they are scheduled to be in class.

If a student is hired during the latter part of the month, a Work-Study Timesheet with original signatures must be submitted for that month even if the student has worked only a few hours. Please do not, however, send zero Timesheets.

*****IMPORTANT: YOU WILL NOT BE REIMBURSED IF YOU ARE MISSING A STUDENT SIGNATURE ON THEIR TIMESHEETS. THIS IS A FEDERAL COMPLIANCE AND AUDIT ISSUE AND CANNOT BE AVOIDED. HAVE YOUR STUDENT WORKERS SIGN THEIR TIMESHEETS AT THE END OF EVERY PAY PERIOD TO AVOID THIS ISSUE.**

«TIP» Audit the Work-Study Timesheet before signing. This will eliminate errors before the student is paid.

«TIP» Have WS students sign-in and sign-out each block of time worked. This log will make the Work-Study Timesheet easier to complete and verify.

Delinquent Paperwork

The Work-Study Coordinator will send employers personalized reminders at designated points during the month provided that the employer provides their pay period schedule. If the employer does not provide their pay period schedule, reminders will be sent midmonth and near the end of the month.

However, in order to comply with federal regulations governing the WS program, the Lockheed Martin Career Development Center has found it necessary to implement the following procedures for handling delinquent paperwork:

- 1st Delinquent Notice will be sent when Report a Hire Forms, Separation Forms, or any reimbursement paperwork (Invoice, Work-Study Timesheets, and copies of students' paystubs) are 2 weeks overdue.
- 2nd Delinquent Notice will be sent when employers fail to respond by the due date on the 1st Delinquent Notice.
- 3rd Delinquent Notice will be sent when the employer has failed to respond to the 2nd Delinquent Notice. This notice will inform the employer that participation in the Work-Study Program has been terminated.

Employers who are consistently late in providing required paperwork (Report A Hire Forms, Separation Forms, Off-Campus Work-Study Timesheet, paystub photocopy, & appropriate Invoice) may be terminated from participation in the Work-Study program at the discretion of the Lockheed Martin Career Development Center, even if they have never received a 2nd or 3rd delinquent notice.

Once terminated, the employer must make a formal appeal to the Lockheed Martin Career Development Center for reinstatement into the Work-Study Program.

After All the Work-Study Award is Earned

If a student earns the total amount of the WS award prior to the end of the award period, the agency may wish to continue its work relationship with the student. This is no longer a Work-Study Position, but additional part-time employment. The employer will not be eligible for reimbursement of the student's wages by the Office of Financial Aid and Scholarships. Income earned in the non-Work-Study position will be treated as base-year income and will be counted toward next year's student contribution for financial aid.

«TIP» Before accepting additional employment, the student may want to discuss the implications of such employment with their financial aid counselor.

End of the Employment Period

Evaluations

At the end of each semester, the JLD and Work-Study Coordinator will send an evaluation to all employers and to all students. These evaluations will ask employers to give feedback on their student workers and on the program itself. The evaluations will ask students to give feedback on their employment sites, their supervisors, and the program itself. These surveys will be designed to be short so they will not be an added burden. Survey completion is imperative so that the JLD and Work-Study Coordinator may improve the program.

If there are major concerns with a student worker, a safety hazard, or any other situation that may arise, do not wait for the end of the semester survey to bring it to the JLD and Work-Study Coordinator's attention. Please [contact](#) the JLD and Work-Study Coordinator as soon as you are aware of any major problems.

Contract Information Confirmation Form

Once the contract between the agency and the University has been signed, it does not need to be re-submitted. However, each summer, the JLD and Work-Study Coordinator will send out a one-page form called the “Contract Information Confirmation Form”. This form will be accompanied by the contract on file. Employers will be asked if there are any changes in contact information, address, etc. If there is not, employers will indicate there are no changes and return the form via email to offcampusworkstudy@uta.edu. If there are, employers must indicate what has changed, and provide the updated information on the form, and email it to offcampusworkstudy@uta.edu. This form will be added to their file so that the JLD and Work-Study Coordinator will have updated contact information.

Employer Checklist

1. Enter into a contract with the University of Texas at Arlington.
 - a. Paperwork due at this stage:
 - i. Contract Packet;
 - ii. Electronic Vendor account created with PaymentWorks (Once this is submitted, UTA will check for proof of the Agency’s good standing with the Texas State Comptroller’s Office);
 1. An invitation email will be sent out to the agency’s contact after the contract packet is received.
 - b. Site visit - a site visit prior to UT Arlington finalizing the contract will be requested to ensure that students will enter into a safe work environment and that there are sufficient staff present to supervise the student;
 - c. At this time the JLD and Work-Study Coordinator will create a Shared Drive Folder between themselves, the supervisors at your organization, and members of the UTA Office of Financial Aid. This is where all documentation will be submitted from now on.
 - d. Additional information may be requested:
 - i. Funding – percentage that is recurring and percentage that is donated;
 - e. ***During this phase, the JLD and Work-Study Coordinator will let the employer know the employer know the percentage of reimbursement they receive, based upon whether the job qualifies as a designated tutoring position, a community service position, or if the position is at a for profit company.
2. Post the position on Handshake (UTA's online job database).
 - a. Once the position has been approved by the JLD and Work-Study Coordinator, the position can be posted Handshake.
 - i. The position can be posted by the employer, or,

- ii. The position can be posted by the JLD and Work-Study Coordinator.
 - b. Reviewing Applications
 - i. Students may be directed to apply through the agency's website or other external methods.
 - ii. Students may also apply directly through Handshake by submitting required documents. Résumé, cover letter, and transcript are all options for required documents. If students apply through Handshake, you may elect to receive an email notification each time a new applicant applies, or a summary of all applicants when the job posting expires.
3. Hiring a student.
 - a. Once you have students that you would like to interview, please reach out to them directly to set up an interview time.
 - b. Be sure to ask your potential student worker to bring their Work-Study Eligibility Form to the interview to ensure that they are eligible for this position.
 4. Once a student is offered a position, the employer will need to submit the Off Campus [Report a Student Hire Form](#) to the shared drive.
 5. Students should receive some onboarding once they begin their jobs. The Lockheed Martin Career Development Center recommends:
 - a. Orientation.
 - b. A written list of responsibilities.
 - c. Regularly scheduled check-ins.
 6. To ensure that you get reimbursed for your student worker's wages earned, you must pay the student according to your normal payroll (at least once a month). **Then you must submit the following reimbursement to the shared OneDrive folder:**
 - a. Each WS student's [Work-Study Timesheet](#) with original signatures;
 - b. Photocopy of each WS student's paystub;
 - c. Appropriate Invoice ([100% Reimbursement](#), [75% Reimbursement](#), and [50% Reimbursement](#)) reflecting the names, listed in alphabetical order, of those WS students paid by your agency during the billing cycle. This form includes the amount your agency is asking to be reimbursed for a particular month. Please pay close attention to detail when completing the Invoice.
 - o 100% Reimbursement – America Reads/America Counts Positions
 - o 75% Reimbursement – Community Service Positions
 - o 50% Reimbursement – Positions at For Profit Companies
 - d. Ensure that students are earning within their award amount by tracking their hours and earnings on the [Work-Study Balance Sheet](#).
 - e. ******You may submit up to a month's worth of pay periods at a time. This paperwork is due within 1 month of the last day of the last pay period. Late**

paperwork will result in delinquent status for the employer, which will endanger the contract.

○ Example:

- Pay period 1: February 1-14
- Pay Period 2: February 15-28
- Paperwork due: by March 28th

7. At the end of the employment period, we ask that you:
 - a. Evaluate your student worker and the program in an online evaluation that will be sent by the JLD and Work-Study Coordinator;
 - b. Either rehire your student worker and submit the [Report a Student Hire Form](#);
 - c. Or, submit the [Separation Form](#) if you do not rehire your student worker.
8. Each summer, fill out the Contract Confirmation form sent out by the JLD and Work-Study Coordinator.

Employer FAQs

What is off campus Work-Study?

- Off campus Work-Study, offered through both federal and state Work-Study programs, gives students an opportunity to work off campus and provides employers the opportunity to work with UTA students, whose wages are subsidized through the program. This program allows students to earn money for expenses associated with higher education, explore potential career fields, and gain both hard and soft skills while earning their degree. Employers are connected to talented UTA students, and can employ them for reduced costs.

What students are eligible for Work-Study?

- Any student who has demonstrated financial need after filling out the Free Application for Federal Student Aid (FAFSA). If a student has been awarded with Work-Study and accepted all or part of their allotment, they will have a Work-Study Eligibility form. Please ask your student worker for this form to ensure that they are eligible.

What kind of organizations are eligible?

- Schools and other government agencies, non-profits, and for profit companies are all eligible to participate in the Off Campus Work-Study program.

What is the reimbursement level for my agency?

- Certain designated tutoring positions (in schools, community centers, or non-profits) will be reimbursed 100% of student wages; Community Service Positions, in Non-profits or government agencies, will be reimbursed 75% of student wages; and for profit companies will be reimbursed 50% of student wages.

How do I initiate this process?

- To become an off campus partner, each organization must fill out and submit the Contract Packet and the Vendor Supplier Information Form. These forms may be obtained by calling the Lockheed Martin Career Development Center at (817) 272-2932, or by emailing offcampusworkstudy@uta.edu. Once these forms are submitted, the Office of Financial Aid and Scholarships will ensure that the agency has good standing with the [Texas State Comptroller's Office](#). Organizations will also be required schedule an initial site visit from the Work-Study Coordinator before the contract will be approved.

How can I recruit student workers?

- Once employers have been approved, they may either post their own position(s) on UT Arlington's online job database [Handshake](#), or they may request that the JLD and Work-Study Coordinator does so on their behalf by emailing offcampusworkstudy@uta.edu.

Who supervises student workers?

- Students will be supervised on site, by a designated employee of the agency. Students will not be supervised by UT Arlington.

How many hours per week can students work?

- Federal and State Work-Study students may work no more than 19.5 hours per week. Students and employers will determine the student's schedule together, based upon the student's availability. Students may not work during times that they are scheduled to be in class. Students may not work more than 8 hours per day.

How much are student workers paid?

- Student workers must be paid at least the state minimum wage, which is currently \$7.25 per hour. Students could earn more than this, if the agency chooses. The student worker must be paid what is "appropriate and reasonable according to the type of work performed" (6-43). Students must be paid hourly, and cannot receive benefits.

How often are student workers paid?

- Student workers must be paid at least monthly. They could also be paid weekly or bi-weekly if that is the norm of the organization.

Who signs my student worker's timesheet?

- The supervisor at the agency AND the student worker must sign the student's timesheet. Signatures must be handwritten before being scanned and uploaded to the shared drive.

Who do I contact with more information?

- The JLD and Work-Study Coordinator can be reached at the Lockheed Martin Career Development Center at (817) 272-2932, or by emailing offcampusworkstudy@uta.edu.

Contact Information

If you have any questions, comments, or concerns, please do not hesitate to reach out to the JLD and Work-Study Coordinator:

Olivia Scott
offcampusworkstudy@uta.edu
(817)-272-2932