

The University of Montana
Work Study Employment
Manual

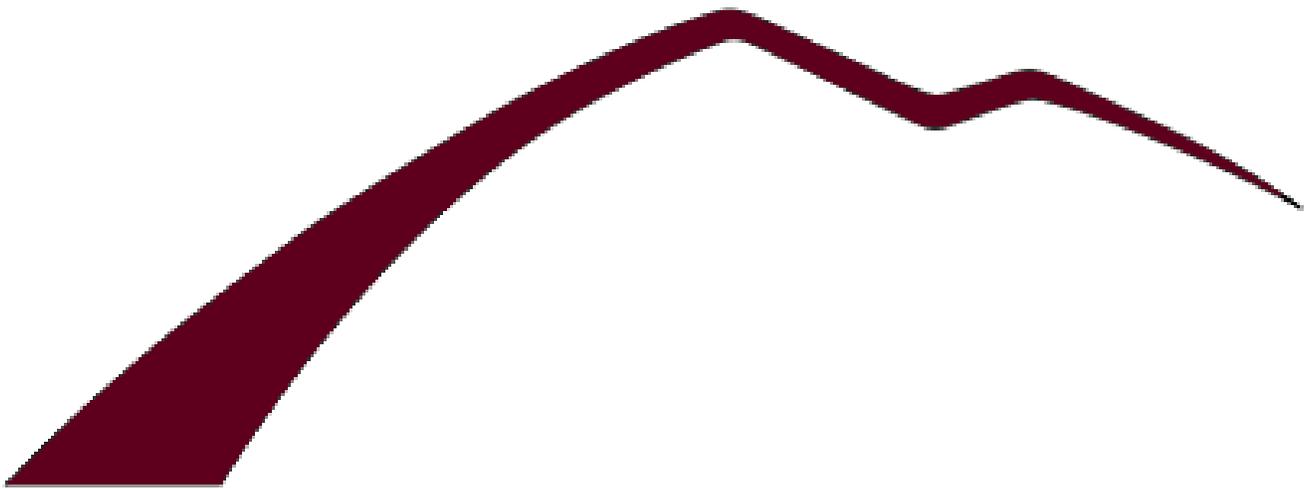


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Overview of the Federal and State Work Study Programs

The University of Montana Work Study Program

The policies and procedures set forth in this manual are applicable only to the administration of the Work Study Programs at the University of Montana. While the University of Montana makes every effort to establish the same policies and procedures for all student employees, *in some situations work study and non-work study policies and procedures may differ.*

Questions regarding the University of Montana's work study programs should be directed to the Financial Aid Counter in the Lommasson Center room 218. Phone inquiries may be directed to the work study area of the Financial Aid Office at 406-243-5524. Non-work study student employment questions should be directed to Student Payroll Services in Human Resources at 406-243-6766.

Federal and State Work Study Programs

The primary purpose of the work study program is to stimulate and promote the part-time employment of students, who are enrolled as undergraduate, graduate, or professional students and who are in need of earnings from employment to pursue courses of study at eligible institutions. Federal and State allocations are made to institutions which in turn issue work study awards to students based primarily on a student's federally determined financial need. Eligible students may work for the University of Montana or for off-campus nonprofit or tax supported agencies who have signed a work study contract with the university.

The work study programs are administered in accordance with the laws, regulations, and other instructions issued by or on behalf of the U.S. Department of Education and the State of Montana.

Both the federal and state work study programs are subsidized employment. Individual students receive work study funding based on their financial need and availability of funds. The work study program pays 70 percent of the student's wages. The employer must pay the balance plus applicable payroll taxes. Off-campus employers pay an additional 5 percent administrative charge. An exception to this division of wages has been established by federal legislation under auspices of the America Reads/America Counts program.

Students are paid every two weeks directly by the University. Employers are billed for their percentage afterwards, usually around the 15th of each month.

Student Employee Handbook

Student Responsibilities

Students are expected to perform their assignments in a mature and responsible manner. They are required to comply with the directions of their supervisors. Students who fail to perform in a satisfactory manner may be removed from their assignment.

Students who accept a work study job:

- Are always expected to give regular, punctual, and efficient performance.
- Agree to remain on the job for the duration of the period certified.
- Must notify the employer as soon as possible when illness or some other unforeseen circumstance prevents the student's attendance at work.
- Are expected to give adequate notice to employer when terminating employment.
- Must notify the Financial Aid Office of changes affecting their work study award, such as a change in financial resources or credits.
- Must immediately update address changes by logging onto Cyberbear.

Causes for dismissal may include, but are not limited to, the following:

- Repeated failure to comply with the agreed work schedule.
- Unwillingness to adequately accomplish assigned tasks.
- Lack of cooperation which disturbs other workers or the progress of the work.

There are some causes for which a student employee may be dismissed immediately. These causes include, but are not limited to, the following:

- Gross misconduct and/or unexcused absences
- Refusal to comply with the directions of the employer, except when to do so would be impossible, illegal, or hazardous to the safety and health of the employee or others.
- Endangering the health and safety of others.
- Dishonesty or theft.
- Using or allowing another to use a state-owned vehicle or other property for unofficial purposes.

All work study hiring paperwork must be completed and returned to Financial Aid before the student begins working. Students are responsible for *sending in time sheets to HR in a timely manner*; late hire forms are not guaranteed to be processed before the next regularly scheduled payroll. To be included on the next regularly scheduled payroll, all hiring forms must be complete and submitted by the deadline date established by Student Payroll Services.

Students may work for more than one work study employer at the same time, provided the total work time for all jobs does not exceed 19 hours per week. A student wishing to work more than one job must get a separate hire form for each position. Each hire form must be completely filled out by each employer and returned to the Financial Aid Office. **Employers are responsible for monitoring student's work study awards to prevent the student from exceeding their award amount.**

Student Eligibility

The Financial Aid Office is solely responsible for selecting students to receive funding through one of the work study programs. This responsibility cannot be delegated to any other agency. *Only after Financial Aid has determined a student is eligible, may an employer hire the student under the work study program.*

Students must submit a Free Application for Federal Student Aid (FAFSA) prior to the academic year for which aid is sought. The FAFSA is the application for all federal student aid programs, including work study for both the federal and state programs.

If a student has requested work study, has federally determined financial need and if sufficient work study funds are available, the student may receive an award.

General Criteria for receiving a work study award are:

1. In need of earnings from employment to pursue a course of study at the University as determined by the federal calculations.
2. Accepted for enrollment as an undergraduate, graduate, or professional student in a program leading to a degree or certificate and maintaining good academic standing.
3. A citizen or national of the United States, a permanent resident of the United States, the Northern Mariana Islands, or the Trust Territory of the Pacific Islands, or a non-citizen of the United States on a permanent basis with the intention of becoming a permanent resident.
4. Meeting general requirements for federal/state financial aid including satisfactory academic progress.

Summer Work Study Criteria:

1. Request summer work study by filling out a Summer Aid Application and following instructions and noting deadlines on the form. The Summer Aid Applications can be obtained at the Financial Aid Counter. This form is usually available by the first week of spring semester.
2. To be considered for the ***In-school*** Summer Work Study employment program, a student must be enrolled for at least six credits during summer sessions. The six credits may be obtained in one summer session or split between the two sessions.
3. To be considered for the Summer Work Study Only program, a student does not need to be enrolled in credits. However, the student must have attended classes during the previous spring semester and is expected to enroll in classes for the following autumn semester. The student must also have filed their FAFSA for the upcoming school year for consideration of an award.

Employer Eligibility

Qualifying University of Montana Departments

A work study contract covers all of the University of Montana departments for both the federal and state programs. There is no need for campus departments to sign contracts individually. A work study employee may be assigned to assist an individual professor if the work is the type which the University would normally support under its own employment program. This is appropriate as long as the student performs work in line with the professor's official duties and the work is considered work for the institution itself.

Qualifying Off-Campus Agencies

If an off-campus agency meets the eligibility criteria and is approved to be a work study employer, the University of Montana and the agency's authorized representative will execute a written contractual agreement which specifies the employers' responsibilities. The agreement covers conditions and limitations of employment, types of work, student compensation, payroll procedures, employers' reimbursement for student compensation, an industrial accident, administrative charge, etc. After both parties have signed the agreement, the employer may then employ students who have been authorized to use the work study program. This contract remains in effect until it is terminated, revised, or updated by either party as needed. The state and federal programs have separate contracts and both must be signed by employers.

Employer Eligibility

To participate in the work study programs, employers must meet and abide by the following requirements.

1. Civil rights compliance – The Agency agrees that no student will be denied work or subjected to different treatment under this agreement on the grounds of race, sex, marital status, pregnancy, sexual preference, gender identity, religion, national origin, disability, age, military service or affiliation, bankruptcy or bad debts, genetic information, or citizenship status, and that it will comply with the provisions of the Civil Rights Act of 1964 (PL88-352; title VI), any Federal or State Equal Employment Opportunity law, and any implementing regulations.
2. Nonprofit status – Agencies which may use work study employees include most federal, state, county, or municipal agencies, programs, and offices, as well as private nonprofit service agency, agencies, programs, and corporations. To be considered nonprofit, an agency must be incorporated as nonprofit under state law. An acceptable test to determine nonprofit status is the Internal Revenue Service classification of the agency as tax exempt under 501(C)3. The Financial Aid Office reserves the right to authorize participation in the program.

3. Work performed is in the public interest – Work is considered to be in the public interest if the services students perform in their work study employment are of broad benefit to the population at large.
4. Displacement of regular workers is prohibited – Work study positions must not be used to displace regular employees, nor may work study employment be used to impair existing contracts for services. The programs are intended to create new and expanded job opportunities. Employers are cautioned against the use of students in jobs which traditionally and customarily have been filled by full time personnel and may not use work study students to replace striking workers.
5. Religious involvement is prohibited – Work study positions must not involve the construction, operation or maintenance of that part of any facility which may be used for sectarian instruction or as a place for religious worship. The position to which a student is assigned must not involve in any way the sectarian instruction or the religious activities of an agency.
6. Political involvement is prohibited – Work study employment must not be involved in any partisan or nonpartisan political activity.
7. Pay for instruction is prohibited – Students may not be paid for *receiving* instruction in a classroom, laboratory, or other academic setting.
8. Dues and fees are prohibited – No employer may solicit or permit to be solicited from students any of the following as a condition or prerequisite of the student’s employment.
 - a. Fees
 - b. Dues of any kind
 - c. Compensation of any kind
 - d. Commission
 - e. Gifts or gratuity
9. Adequate Supervision – The employing agency must be a responsible employer with professional direction and staff who adequately supervisor their student employees’ work.
10. Appropriate Compensation – Work study employees must receive an appropriate and reasonable rate of pay governed by the type of work performed, the level of skill needed, the proficiency of the student, and any applicable state or federal legislation. Compensation must be by the hour only. Employers are specifically prohibited by federal regulations from paying work study students any more or less than is paid to non-work study employees for the same work.
 - a. Campus Employers – The University of Montana encourages “equal pay for equal work.” Therefore, all campus employers must follow the rate of pay guidelines found in Appendix A of this manual.
 - b. Off-campus Employers – Work study employees must be paid at rates comparable to other employees doing the similar work at comparable skill and entry levels. Employers must also follow the rate of pay found in Appendix A of this manual.

11. Student Schedule – Work cannot be scheduled during a student’s class time and students and employers should work together to find a schedule that fits the student’s academic schedule as well as the agency’s needs.

12. Work should contribute to student’s development – As far as is feasible, students should be assigned jobs in areas of their own major academic interests so the work itself may contribute to the student’s educational development.

The Federal and State Share of Student Compensation

Both the federal and state work study programs pay 70 percent of the student’s wages. The remaining 30 percent is the employer’s responsibility. Exceptions to this rule are those employers involved in the America Reads/America Counts Program established by federal initiative.

The University of Montana issues paychecks directly to the students and charges employers for their share each month. Employers are given thirty days to pay their share of work study wages. *Failure to send payment in full in a timely manner is grounds for expulsion from the program.* Supervisors are responsible for ensuring timely submission of student’s time sheets to HR at the University of Montana. *Failure to send in time sheets a timely manner is also grounds for expulsion from the program.*

It is forbidden for students to return or be required to return any portion of their wages to the department, agency or activity.

Workers’ Compensation

All work study employees are insured under Montana’s Workers’ Compensation Division, whether the work study employment is on-campus or off-campus. Injuries should be reported to the University of Montana’s Wellness Center (243-2027).

Employer Responsibilities

At the point of hire, all employers must:

1. Provide each work study student with a written job description which also specifies the wage to be paid and an expected work schedule. Work study students must not be scheduled for work during their scheduled class times. In cases where the work schedule changes, such as at the beginning of a new semester, the employee must have a copy of the revised schedule. Employers are required to keep a copy of these documents.
2. Fill out the hire form and all hiring documents completely. **These documents must be returned to the Financial Aid Office before the student begins work.** The deadline for submission of these forms is determined by Student Payroll Services in the Human Resources department and is published on their website, www.umt.edu/hrs. *Late hire forms are not guaranteed to*

be processed before the next regularly scheduled payroll. It is recommended the employer keep a copy of the hire form and hiring documents.

During employment, an employer must:

1. Adequately supervise student employees regarding regularity, quality, and quantity of work performed.
2. Accurately record all hours worked. Copies of the daily time sheets are subject to internal and external audits, and must be kept on file by the employing department.
3. Off campus agencies submit student time cards to UM Student Payroll Services according to the schedule published on the Human Resources website:
<http://www.umt.edu/hrs/payschedules.html#student>. Both the student and the supervisor must sign the card. Time cards turned in more than 60 days late will be paid to the student, but these wages may be charged totally to the employer and the work study subsidy may not be authorized.
4. Departments of the University of Montana use the Griz Time Online (GTO) payroll system in accordance with the policies and procedures for the payment of student employees.
5. Every department and agency should have a single coordinator who is responsible for the overall supervision of student employment. The head of the department or agency may delegate this responsibility to another person. Monthly reports will be sent to the coordinator as well as questions concerning a student employee.

Procedures

Recruitment and Hiring Paperwork

Employers can advertise openings on the University of Montana's student employment website at umt.joinhandshake.com. Students may check for job openings on handshake and apply directly to the employer. There is no job placement service. When the job has been filled, the employer may go to the website and remove the posting.

Once hired, the student may pick up a hire form at the Financial Aid Counter in Griz Central. The student's registration must show as being paid, proving enrollment in classes. The student will then take the hire form to their employer and each completes their respective sections. New awards and new hire forms are required for all work study jobs at the beginning of each academic year and at the beginning of each summer term. The academic year starts on August 19th and goes through the last day of classes for spring semester. Summer term begins on May 19th and ends on August 18th. Students also need to have a valid W-4 and I-9 on file at Student Payroll Services. Questions regarding the W-4 and I-9 forms should be directed to Student Payroll Services (243-6985). **All paperwork must be completed and returned to Financial Aid before the student begins working.** To be included on the next regularly scheduled payroll, all hiring forms must be complete and submitted by the deadline date established by Student Payroll Services.

Students may work for more than one work study employer at the same time, provided the total work time for all jobs does not exceed 19 hours per week. A student wishing to work more than one job must get a separate hire form for each position. Each hire form must be completely filled out by each employer and returned to the Financial Aid Office. **Employers are responsible for monitoring student's work study awards to prevent the student from exceeding their award amount.** Reports will be sent out after each payroll via email by the Financial Aid Office showing the student award, amount earned, and amount remaining. Questions regarding the earnings reports should be directed to the Work Study Coordinator at 406-243-4224.

Instructions for Completing the Work Study Hire Form

Each job requires a separate hire form. In some instances, students may be paid two separate rates for similar jobs performed for the same employer, in which case a separate hire form is required for each pay rate. The top portion of the hire form will be completed by Financial Aid personnel before it is issued to the student. When a student brings a hire form to the employer, the name, award amount, award type, student ID, and dates authorized to work will be filled in. The award amount is the ***total gross wages*** a student may earn under the work study program, and so includes ***both the employer and governmental share***.

The dates listed under Work Period on the hire form are key dates for an employer. These dates limit the period of time which the student may earn the award, even if the student has not earned their total award by the end date checked for the work period. ***Work performed after the end date will not be covered under the work study program.*** The hire form contains a section for the student to sign and a separate section for the employer to sign. In each of these sections, some basic rules for work study employment are explained. By signing, both the student and the employer agree to abide by these rules. Hire forms with missing signatures will not be processed.

The middle section of the hire form is to be filled out by the employer. The department or agency name should be listed in the appropriate field. The index code is used in billing off campus agencies for their portion of the work study wages. Off campus employers will be issued an index code when they have been approved as a work study employer. On campus departments use a Time Roster Number. *A complete job description is required on the hire form, along with a job title. This section should not be left blank, even if the job title seems self-evident.* The name and phone number of the supervisor or contact person must be *legibly* printed in the designated area on the bottom of the hire form. This person will be contacted if questions arise during payroll and also will be sent the Student Earnings Report email after each payroll. It is preferred there be only one contact person per department or agency.

Wages, Hours, and Other Employment Considerations

1. Work study students are employed under “an hour’s work for an hour’s pay” arrangement, which means payment on an hourly basis only. Students may not be compensated under a salary, commission, or fee arrangement. Work study students do not receive maintenance allowances. In addition, work study compensation does not include fringe benefits such as paid sick leave, unemployment compensation, and vacation or holiday pay.
2. Before hiring a student employee, the employer and the student should agree on an appropriate and reasonable hourly wage. Wages are subject to the approval of the Financial Aid Office. No student may be paid less than the rate advertised for the job. Student employment jobs must pay at least state minimum wage. Higher wage rates are reserved for jobs requiring greater responsibility, competence, and training. Campus employers will establish pay rates in accordance with the schedule of Job Categories and Wages found in Appendix A of this manual. Off-campus employers must pay students at rates comparable to their other employees doing similar work at comparable skill levels.
3. To give a raise to a work study student, a complete Student Status Change Form should be sent to Financial Aid Office specifying when the new pay rate goes into effect. The Student Status Change Form can be found on the Human Resource website under Forms. Raises may be retroactive in some cases. A raise request should include the student’s name and ID#, the current rate of pay, the new rate of pay, the pay period for which the raise should take effect, and the reason for the raise. All raises are effective for the entire pay period in which they begin. No pay period may include both old and new pay rates. *Entering a higher rate of pay on the time card is not a sufficient way to indicate a raise.* Raises will not be processed until the Student Status Change Form has been received.
4. During the academic year, work study students are limited to 19 hours of work per week. Even if the student has more than one job, the cumulative total of hours worked in a week is still limited to 19 hours. During those weeks when classes are not in session, such as spring or winter break, students may work up to 40 hours per week. Hours worked above the 40 hours per week are considered overtime and will not be subsidized by the work study program. If overtime hours are worked, 100% percent of those hours will be billed to the department or agency at 1.5 times the student’s hourly wage. For payroll purposes the week is considered to begin on Sunday and end on Saturday. *This requirement applies even if the student is working for more than one employer.* For example, if in the same week the student were to work in Department A for 30 hour and Department B for 20 hours, the student will be paid for 10 hours of overtime charged to whatever department in which the student worked the 41st and succeeding hours. Therefore, if the hours from Department A were worked Sunday through Wednesday and the hours for Department B were worked Wednesday through Friday, then Department B is charged for the 10 hours

overtime. *Under no circumstances may students be required to return money legitimately earned to the department or to the University of Montana.*

5. During the summer, a student may work up to 40 hour per week under the Summer Work Study Only program. If a student is awarded work study to support summer enrollment then they may work up to 19 hours per week while classes are in session. These students may work up to 40 hours per week when their classes do not meet.

Averaging of Hours

A work study employee may occasionally exceed the 19 hour per week limit in a given week if the student works fewer hours in another week. For example, a student employee may work 28 hours one week, but would only work 10 hours the next week. *Exceeding 19 hours per week should not occur on a regular basis.* Employee's hours must be accurately recorded as worked and the records should be available for audit.

Note: Averaging of hours cannot be used to avoid overtime payment.

Banking of Hours

It is imperative the time sheets accurately show every hour a student employee worked exactly as it was worked. The practice of "banking" hours (i.e, listing hours in a different time period, past or future, than when actually worked) is prohibited. *Departments or agencies violating this rule are subject to cancellation of all work study employment privileges.* In the event a student employee has not been paid for hours worked in a previous pay period, the employer is required to complete a separate time card for the previous pay period.

Earnings Limit and End of Eligibility

Each work study employee has a limit on their total gross earnings under the program. The gross amount a student may earn under the program is at the top of the hire form. *Employers and students should note the limit and keep accurate records of amounts earned. The employer may be charged 100% for all earnings exceeding a student's award amount.*

After finishing final examinations or classes for the academic year, the student is no longer eligible for student employment until a new award has been issued and new hire form has been completed. Students who graduate in a given semester and who will not be returning to the University the following semester must cease employment upon taking the last final exam.

Cautionary Note

There is a significant difference between the total number of students awarded work study funding and the actual number who will become employed. Therefore, the Financial Aid Office always awards more work study funding than is available, thus providing the maximum use of our work study allocation to the greatest number of students. Implicit in this procedure is the possibility of over-estimating the number of awards needed, resulting in insufficient funds to continue payment throughout the year. Consequently,

the Financial Aid Office reserves the right to modify the conditions of the work study program at any time. Such modification may include:

- Not allowing a 40-hour work week during periods when classes are not in session.
- Reducing the maximum hours of work from 19 hours per week to a lesser number.
- Complete termination of the work study program prior to the date originally scheduled

Payroll Procedures and Time Cards

In order to be paid, a student must submit their completed hire form to the Financial Aid Office. In addition, a current W-4 and I-9 must be on file with the payroll department. In the case of on-campus employees, students must submit time cards to the department for entry in Griz Time On-line (GTO). In the case of off-campus employees, students must submit time cards to UM Student Payroll or the Financial Aid Office. Time cards are available on-line at <http://www.umt.edu/hrs/stc.html>. In order to insure correct payment, it is critical time cards are filled out correctly. Please see example time cards in Appendix B.

Late Hire Cards or Time Cards

Late hire forms and time cards are normally processed in the next payroll. *If a time card is turned in more than 60 days after the end of the pay period in which the student worked, the employer may be liable for 100% of the wages.*

Dismissing a Student Employee

1. Normally, if a student employee is performing unsatisfactorily on the job, a procedure of working with the student should be followed before dismissing the student.
 - a. Discuss with the student the problem area(s) and make suggestions for improvement.
 - b. Give the student a written statement describing the problem and setting goals to meet within a reasonable time period.
 - c. If the job performance does not improve by the time stated in the letter, you may then dismiss the student.
2. Causes for dismissal may include, but are not limited to, the following:
 - a. Repeated failure to comply with the agreed work schedule.
 - b. Unwillingness to adequately accomplish assigned tasks.
 - c. Lack of cooperation which disturbs other workers or the progress of the work.
3. There are some causes for which a student employee may be dismissed immediately without following the above procedure. These causes include, but are not limited to, the following:
 - a. Gross misconduct and/or unexcused absences
 - b. Refusal to comply with the directions of the employer, except when to do so would be impossible, illegal, or hazardous to the safety and health of the employee or others.
 - c. Endangering the health and safety of others.
 - d. Dishonesty or theft.
 - e. Using or allowing another to use a state-owned vehicle or other property for unofficial purposes.

APPENDIX A - Wage Rates and Categories

THE FINANCIAL AID OFFICE STUDENT PAYROLL SERVICES University of Montana

Effective January 1, 2018

Category I - \$8.30 to \$10.00

This category encompasses entry level and minimally skilled work, requiring little or no previous experience or special skills at the low end of the wage rate and progresses into some technical and supervisory work, requiring some special skills and at least one year of prior training, education or work experience, jobs which would be assigned the high end of the wage category.

Examples: Administrative Aid, Cashier, Food Service Supervisor

Non Work Study Only Positions: Accompanist, Performing Arts Assistant

Category II - \$8.30 to \$15.00

This category includes teaching, research, and technical assistants with higher level supervisory functions. These jobs must include a high degree of responsibility with minimum supervision, and require two or more years of experience in specific job duties. They may include preparation or delivery of instruction under faculty supervision, leadership of projects, and supervision of other research, teaching aids, or assistants.

Examples: Computer programmer, laboratory assistant, tutor/counselor

Category III - Off Campus Employers

For work in the public sector, for Community Service jobs dealing directly with the community and for Graduate Student positions. These wage rates are guidelines. Wage rates should be tailored to the wage structure of the agency so work study students are earning what agency employees are earning for the same work.

A - \$8.30 to \$10.00: *The types of jobs included in Category I*

Examples: Administrative Aid, Childcare Aid, Museum Assistant, Project Assistant

B - \$8.30 to \$25.00: *The types of jobs included in Category II*

Examples: Legal Intern, Translator, Pharmacy Techs, Painters

Please see the following examples for information on how to fill out Section 8 of the student time card.

This example shows a properly filled out time card for an agency which has only one index they want charged and the student only has one rate of pay. Also all the hours are to be charged as work study. The second column is always left blank. Please do not write in the ACTV column, as it is for payroll use.

Index Number	ACTV	Total Hrs.	Pay Type	Rate	Award Type
MFI 123		35	R	8.15	W

Pay Type: R = Regular Hrs.
O = Overtime Hrs.
D = Differential Hrs.

Award Type: N = Non-Work Study
W = Work Study

This example shows a student who has turned in two hire cards for one department. The student's second job is paid out of a different index code and is paid at a higher rate. Both jobs can be recorded on the same time card because the two jobs are for the same department and are authorized by the same supervisor. The total number of hours the student worked is 45 hours.

Index Number	ACTV	Total Hrs.	Pay Type	Rate	Award Type
ABC456		35	R	8.50	W
ABC572		10	R	10.00	W

Pay Type: R = Regular Hrs.
O = Overtime Hrs.
D = Differential Hrs.

Award Type: N = Non-Work Study
W = Work Study

This example shows of the 83 hours worked, the student inadvertently worked 3 hours of overtime. The employer has properly noted the hours were overtime, the rate will be 1.5 times the regular rate, and it cannot be paid as work study. Regardless of how overtime is reported on a time card, it will always be charged as non-work study and always be paid at 1.5 times the regular rate. Please note the total number of hours recorded in section 8 of the time card need to match the total number of hours reported in section 5 of the time card.

Index Number	ACTV	Total Hrs.	Pay Type	Rate	Award Type
ABC456		80	R	8.30	W
ABC456		3	O	12.45	N

Pay Type: R = Regular Hrs.
O = Overtime Hrs.
D = Differential Hrs.

Award Type: N = Non-Work Study
W = Work Study