OFF-CAMPUS WORK-STUDY REMINDERS
Hiring, Policies, and Procedures

GENERAL REMINDERS

1. To post a job, obtain forms, or to view hiring procedures, please visit our website at www.ses.colostate.edu, or call us at 491-5714.

2. Before hiring, please verify that the student has a work-study award. The student can have an email sent directly to you from their Financial Aid Award on RAMweb, or provide you a print-out from their RAMweb. You will be able to verify the work-study award in JTX during the hiring procedures.

3. Refer to the Off-Campus Employer User Guide for directions on how to complete the hiring request, found here http://ses.colostate.edu/Data/Sites/2/media/jobx-off-campus-ws-employer-guide.pdf.

4. Also, please remember any hours worked in excess of the allotted work-study award will be billed to the employer at a rate of 100%. If you need help figuring maximum workable hours, please contact Student Employment Services or check the allocation table.

5. For most positions (Literacy/Math Tutors excluded), any type of work-study is acceptable as proof of a work-study award.

6. Hiring or re-hiring new and returning student employees is now done through JTX. Data Collection Forms are no longer necessary.

7. A student may NOT begin work until all necessary paperwork is on file with Student Employment Services.

8. A hiring approval email notification will be sent when approved by Student Employment. The student cannot begin working until this email is received.

9. Remind all newly hired students they must contact our office to set up an appointment. Student Employment must have received the hire request through JTX before the appointment.

10. Notify returning students when you sent the hire request to Student Employment Services. Remind them to contact our office if they need to update any information in their personnel/payroll file. They should be notified by email when they are eligible to begin work within 3-5 business days after we receive of the JTX hire request.

POLICIES & REGULATIONS

11. Financial Aid regulations prohibit a student from working more than 40 hours per week, more than 12 hours per day, or during scheduled class times. On average students should not work more than 20 hours per week as a full-time student. Students can work 40 hours during breaks when they are not taking courses.
   a. Class schedule and work-study awards will now be visible to supervisors through JTX.
   b. Students will not be able to record hours during scheduled class time.

12. Work-study students may have only one work-study job at a time.

13. If a student ends their job with your agency, please contact Student Employment Services and let us know the last day they worked.
14. Usually, need-based work-study students can only change jobs between semesters. Merit Work-Study jobs are job-specific; therefore, students holding these positions cannot change jobs. Declined work-study awards will usually not be reinstated; reinstatements will be contingent upon availability of funds.

15. Employers are expected to provide adequate supervision of work-study employees.

16. Specific to Literacy/Math Tutors:

- Federal requirements specify that the intent of the literacy/math tutor program is to have the work-study students interacting with and tutoring children directly in literacy/math related activities and not for other administrative activities (grading papers, making copies, etc.). Activities such as monitoring playgrounds and assisting with lunch duty are also not allowed.

- Also, if a literacy/math Tutor is employed to train other tutors, or is performing administrative tasks related to supporting other people who are actually providing the literacy or math tutoring, they do not qualify to be employed as literacy/math tutors; rather, a position title of “Staff Assistant” or “Administrative Assistant” is more appropriate and the school must pay 30% of the wages for these job titles.

- It is the literacy/math tutor job, not the student working in the job, which qualifies for the wages to be covered 100% by the federal work-study fund. Thus, a tutor’s wages can be paid 100% by the federal work-study fund only for the time he or she is working as a tutor, not for time spent on any other administrative tasks.

**TIME SHEETS**

17. Students are able to access and submit bi-weekly time sheets electronically through RAMweb once they receive the Eligible to Work email.

18. Students must enter and submit their hours for approval by 12 noon on the Monday following the end of the Pay Period.

19. Supervisors and/or Employment Coordinators, as well as anyone else listed as a secondary supervisor on the hiring document, will be able to view and approve timesheets.

20. Supervisors and/or Employment Coordinators are able to access their students’ timesheet once they receive the Eligible to Work email.

21. Supervisors and/or Employment Coordinators must approve timesheets by 2 pm on the Monday following the end of the Pay Period.

22. If you need assistance with any of this, an Off-Campus Employers User’s Guide is on our website at [http://www.ses.colostate.edu/job-posting-service](http://www.ses.colostate.edu/job-posting-service). If additional assistance is needed, please contact Student Employment Services.