

# MICHIGAN TECH WORK-STUDY PROGRAM STUDENT GUIDELINES

## THE FEDERAL WORK-STUDY PROGRAM

Work-Study is financial aid awarded based upon financial need with the intent of the program to provide skills needed to secure co-op, intern and employment after graduation. This is a part-time, on-campus job that is available to you in numerous departments across campus. All undergraduate work-study students have been authorized to work up to 8 hours per week for 14 weeks each semester earning at least minimum wage per hour. You will earn your Work-Study award in the form of a bi-weekly paycheck, be paid for hours worked, and may spend the money as you see fit, whether for incidentals, books, fees, etc.

## HOW DO I OBTAIN A WORK-STUDY POSITION?

All awardees must apply for Work-Study positions on HuskyJOBS, Career Services' on-line on-campus and off-campus job management software. Please follow instructions outlined below, after reading the following guidelines:

- You may apply for as many positions as you wish, and you may be hired from your application/resume alone, or departments interested in hiring you may ask you to come to their offices for an interview.
- You will receive an email that indicates your hire or request for an interview. Follow the instructions provided to accept the position or schedule an interview.
- When you have accepted a position with a department, you must withdraw from all your other applications on HuskyJOBS. If you fail to do so, Career Services will withdraw your applications upon notification of your hire from the perspective department.

Take your course schedule and any acceptable documentation needed to place you on payroll to the department that has hired you. A list of acceptable documents can be found at:

<http://www.uscis.gov/i-9-central/acceptable-documents>.

## WHO IS MY SUPERVISOR?

- Your department will assign a supervisor to their Work-Study students. Ask for the Work-Study supervisor when reporting to your department and record their name, email address and phone number, so you can contact them in case of a scheduling problem, sick day, or a need for time off.
- The Work-Study supervisor is responsible for monitoring your hours and reporting or confirming the hours worked to payroll services. Ensure you know when and how your supervisor wants you to report your hours.
- The Work-Study supervisor is also responsible for assigning work, and establishing duty, departmental, and etiquette expectations. Make sure you are clear as to what is required of you. Always keep in mind that your Work-Study position is a job, and as such, you should comply with your employer's expectations and communicate any questions, concerns or time conflicts immediately.

## HOW AND WHEN WILL I GET PAID?

- Most Work-Study students are assigned to work 8 hours per week for the 14 weeks of instruction each semester (break weeks and finals weeks are not included).
- While some flexibility to this weekly schedule is permitted, do not earn more than amount awarded to you each semester.
- Undergraduates will be paid for the number of hours worked each pay period at the rate of current minimum wage. Pay periods at Michigan Tech are two weeks in length.

- To earn your total award, you must work all authorized hours. You will earn your total award faster if your department pays you more than the minimum hourly rate.
- Payday is the Friday following the end of a pay period. Ask your supervisor the dates of the pay period, so you'll know when to expect a paycheck.
- You are expected to commence work under the Work-Study program on the first day of each semester and end on the final day of the semester.

### **ELIGIBILITY REQUIREMENTS**

- If you withdraw from school, fulfill the requirements for your undergraduate degree, or are no longer enrolled, you become ineligible to continue employment under the Work-Study program.
- At the end of each semester students must be making satisfactory academic progress to remain eligible to receive aid for the next semester, including Federal Work-Study employment.
- Work-Study employment for summer term requires completion of the Michigan Tech Summer Financial Aid Application at the same time as summer course registration of at least half-time enrollment. Summer Work-Study is based upon funding availability.
- If you have questions regarding the Work-Study Program at Michigan Tech, please contact the Financial Aid Office, Room 103, Administration Building, or phone 487-2622.

### **APPLY FOR ANY AND ALL WORK-STUDY POSITIONS USING HuskyJOBS**

- **For complete instructions in the use of HuskyJOBS for Work Study student employment, please visit <http://www.mtu.edu/career/students/jobs/>**

### **COMMUNITY SERVICE**

All positions in the Center for Diversity & Inclusion, Chemistry Learning Center, J R Van Pelt & Opie Library and Seaman Mineral Museum meet the Federal requirement for community service. The America Reads program administered through the Financial Aid Office and the Rozsa Center Great Events Office are also community service positions.