

MICHIGAN TECH FEDERAL WORK-STUDY PROGRAM 2016 – 2017 DEPARTMENT GUIDELINES

POSTING YOUR WORK-STUDY POSITIONS

- To advertise, post, and hire Federal Work-Study positions, you will utilize the Career Services' on-line on-campus and off-campus job management software, HuskyJOBS. Please follow instructions outlined below, after reading the following guidelines:
- Students apply for work-study positions through HuskyJOBS. You may hire directly through submitted resumes or an interviewing process of your choice.
- Once you have selected, communicated with and received an acceptance from your candidate, please notify Career Services at career@mtu.edu with the student's name, M number, email address and the position title, so that your posting will be deemed filled and closed.
- The number of students awarded work-study is limited by availability of funds. Funding does not permit all requests to be filled. Demand far exceeds the number of student positions available.
- If a student assigned to your department quits or becomes ineligible, every effort will be made to assign a replacement, if one is desired and funding permits.
- Students must have unmet financial need in order to be eligible for the Work-Study Program.

ON-PAYROLL PROCESSING

- Students are authorized to begin working on the first day of class. The last day of fall/spring work-study employment is the last day of instruction.
- Students are requested to take their course schedule and acceptable documentation to the person designated as the work-study contact.
- Do not put a student on payroll until you have approval from Financial Aid that the student is eligible and has been awarded work-study.
- You will be emailed important information regarding on and off payroll dates, minimum hourly rate, number of hours authorized to work per week at the minimum rate, BANNER Index/Account number, etc... by Emily Buchmiller in Financial Aid.
- Pay particular attention to the BANNER Index/Account number on the email.
- The appropriate code number must be used on the Student Status form when a student is placed on work-study payroll.
- The Work-Study award equates to an hourly rate of \$8.60 per hour (the State of Michigan minimum wage is \$8.90 effective 1/1/2017) for undergraduates. Graduate students are paid an hourly rate of \$10.00 to \$15.00 per hour, depending upon the type of work being performed.
- Undergraduates may earn a maximum of \$1,994 for fall/spring. Students who will not be enrolled for spring semester, due to graduation, co-op, etc., may only earn the fall portion of their annual award.
- Of this work-study wage, 75% will automatically be allocated to the Work-Study program account and 25% to the departmental account. The two percentages added together equal the amount that a student has earned in the work-study program.
- The Work-Study award will be earned first. When a student reaches their maximum award (\$1,994 for undergrads), the student must then be removed from Work-Study. For answers to questions regarding payroll setup and reporting time worked, please contact the Payroll Department at 487-2130.

ASSIGNING A SUPERVISOR

- It is important that someone in your department be assigned to the role of Work-Study student supervisor.
- The Work-Study supervisor is responsible for monitoring the student's hours, assigning work, and establishing duty, departmental, and etiquette expectations.
- Immediately inform your Work-Study employee(s) who their supervisor is, provide contact information, and establish a rapport, so they understand your expectations and know who to contact if they have questions about the work assignment, or if they need request or report a schedule change or absence.
- Please keep in mind that Work-Study employees are students first, and although a regular schedule should be maintained by the student, some adjustments may be necessary due to curriculum requirements.

MONITORING HOURS WORKED

- For 2015-2016, the Work-Study undergraduate award of \$1,994 is calculated as \$8.90 per hour for 8 hours for all undergraduates (new or returning students) per week for 14 weeks each semester (break weeks and finals weeks are not included).
- Please monitor each Work-Study employee's earnings carefully to ensure they do not exceed total amount of earnings authorized. Undergrads being paid more than \$8.90 per hour will earn their award faster. It is your responsibility to then remove the student from work-study payroll and pay them from that point onward from your departmental account.
- Students may begin work under the Work-Study programs on the first day of classes, August 29, 2016.
- Hours remaining at the end of fall semester may be made up in spring semester unless the student is not expected to enroll for spring term.
- Break week and finals weeks are not considered in the calculation for Work-Study employment, so Work-Study employees may also make up unused earnings during these weeks.
- Students are not permitted to work after the last of instruction and no time should be turned in for hours worked after April 21, 2017. No Work-Study hours may be reported during spring/summer break or summer/fall break (see academic calendar for 2016 – 2017 dates).

ELIGIBILITY REQUIREMENTS

- At the end of each semester, students must be making satisfactory academic progress for financial aid in order to continue to receive aid for the next term.
- If a student doesn't make satisfactory progress, the department will be notified and work-study employment must be terminated.
- If a student withdraws from Michigan Tech, is no longer enrolled for at least 6 credits, he/she is ineligible to work.
- If you become aware that a student working in your department has withdrawn from school, terminate the student from his/her Work-Study immediately.

HuskyJOBS INSTRUCTIONS

- **Please note:** All Work Study positions have been pre-posted and are in the system for your review to hire your department's Work Study students.
- **For complete instructions in the use of HuskyJOBS for Work Study student employment, please visit <http://www.mtu.edu/career/employers/jobs/>**

IMPORTANT INFO ABOUT MINIMUM WAGE

Minimum wages are set at both the state and federal levels. The state's minimum wage is greater than the federal minimum wage. This means that Michigan law must be followed when determinations are made as to whether or not a position is exempt from, or subject to, overtime compensation. Previously, determinations were made following the federal law, the Fair Labor Standards Act.

The following minimum wage policies are in effect with the student work study programs:

- The work-study/departmental split for both grads and undergraduates is 75/25 for 2016-17.
- Graduate work-study student wages may be \$10 \$15 per hour, depending upon the type of work being performed, for 15 weeks each semester. The initial wage will be set at \$10 per hour unless you inform Emily Buchmiller that the student is doing work justifying a higher wage rate.
- Work-study undergrads may only work during Thanksgiving break, Christmas break, spring break and final exam weeks if they have unearned hours of work-study employment. As always, departments may hire their students as regular student employees during break weeks.
- Part-time summer employment funding available through the work-study program is very limited. Students who have previously been employed through the Federal Work-Study program are the ones who usually receive this funding. For summer 2017, assume that your department will receive a very limited number of work-study student employees. Summer work-study requires that students have financial need and be enrolled for at least six credits of summer enrollment.