

## STANDARD ADMINISTRATIVE PROCEDURE

### 33.99.08.M1.02 Work Study Procedures

*Approved August 12, 2002*

*Revised May 17, 2006*

*Next Scheduled Review: Currently Under Review*

Supplements [System Regulation 33.99.08](#) and  
[University Rule 33.99.08.M1](#)

#### 1. GENERAL

- 1.1 All Employee Payroll Action requests must indicate the appropriate Title Code and Object Class in order to utilize a student's Work Study (WS) award.
- 1.2 Employing departments shall maintain time sheets and ensure timely payment of work study employees.
- 1.3 Work Study time sheets must include:
  - a. the student's name and UIN,
  - b. the starting and ending dates of the payroll period,
  - c. the dates and time intervals that the student worked,
  - d. the student's signature, and
  - e. the signature of the supervisor.
- 1.4 Employing departments must create and maintain job descriptions for each student employee.

#### 2. PAYMENT TO WORK STUDY STUDENTS

- 2.1 All of the wage rate provisions in Section 5 of University Rule 33.99.08.M1 must be met by the employing department.
- 2.2 In accordance with Federal regulations, student employees paid through work study awards may not be paid for hours that have not actually been worked. For this reason estimated time sheets (time sheets turned in with anticipated work hours) shall not be processed for WS student employees.
- 2.3 Student Financial Aid will work in coordination with the employing departments and pay stations to ensure WS students fully utilize their awarded allocation without exceeding established limits. (Also see [Standard Administration Procedure 33.99.08.M1.03: Procedure for Hiring Student Employees](#)).

OFFICE OF RESPONSIBILITY: [Department of Student Financial Aid](#)