

STANDARD ADMINISTRATIVE PROCEDURE

33.99.08.M1.02 Work Study Procedures

Approved August 12, 2002

Revised May 17, 2006

Revised November 12, 2009

Next scheduled review: September 28, 2017

Standard Administrative Procedure Statement

The purpose of this SAP is to outline the necessary documentation and payment provisions for participants of the work study programs.

Official Responsibilities and Processes

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 records (paper or electronic) 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 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 Scholarships & 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 SAP 33.99.08.M1.03 *Procedure for Hiring Student Employees*).

Related Statutes, Policies or Requirements

Supplements [System Regulation 33.99.08](#) and [University SAP 33.99.08.M0.01](#)

Contact Office

OFFICE OF RESPONSIBILITY: [Scholarships & Financial Aid](#)