

## STANDARD ADMINISTRATIVE PROCEDURE

### **33.99.08.M0.03 Work Study Procedures**

*Approved August 12, 2002*

*Revised May 17, 2006*

*Revised November 12, 2009*

*Revised June 12, 2018*

*Next scheduled review: June 12, 2023*

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#### **Standard Administrative Procedure Statement**

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

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#### **Official Responsibilities and Processes**

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##### 1. GENERAL

- 1.1 In order to utilize a student's Work Study (WS) award, the appropriate Job Profile must be chosen when completing the "Create Position" or "Change Job" business process.
- 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 4 of University Rule 33.99.08.M0.01 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.M0.04 Procedure for Hiring Student Employees](#)).

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### **Related Statutes, Policies or Requirements**

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

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### **Contact Office**

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[Scholarships & Financial Aid](#)