

A woman in a dark pinstriped business suit and white blouse is smiling and shaking hands with another person whose hand is visible in the foreground. In the background, a man in a suit is sitting at a desk with a laptop. The scene is brightly lit, suggesting an office or meeting environment.

Washington State Work Study

Employer Handbook



**Washington Student
Achievement Council**



STATE OF WASHINGTON
WASHINGTON STUDENT ACHIEVEMENT COUNCIL

917 Lakeridge Way SW · PO Box 43430 · Olympia, WA 98504-3430 · 360-753-7800 · www.wsac.wa.gov

Dear Employer:

Thank you for your interest in the State Work Study program.

Since 1974, the Washington State Work Study program has helped low and middle income students earn money for college and gain experience in areas related to their degrees or career interests.

This online handbook is designed to guide you through the basic requirements of the program and outline your responsibilities as a State Work Study employer.

To encourage businesses and organizations to participate, the state reimburses a percentage of a student's wages. So, everyone wins—employers receive low cost, part-time help, students earn money for college and receive valuable work experience, and the state is able to help more students go to college.

Today, more than 2,000 employers and 7,500 students in the state participate in this nationally recognized program. On behalf of the Washington Student Achievement Council and the citizens of Washington, I would like to thank you for making this opportunity available to our students.

Sincerely,

A handwritten signature in black ink that reads "Don Bennett".

Don Bennett,
Executive Director

This handbook is not a legal interpretation of the State Work Study statute, rules, or regulations. Complete rules and guidelines are available from the Student Achievement Council, Student Financial Assistance division at 360-753-7850.

The state of Washington funds the State Work Study program every biennium as part of the higher education budget. The Washington Student Achievement Council administers the SWS program, and works with eligible colleges to distribute funds to students as part of their financial aid awards.

Washington State Work Study Program Employer Handbook

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Employer Checklist

- Determine your need for State Work Study (SWS) student employees by clearly defining the type of work you need performed.
- Complete the SWS Employer Contract, Employer Business Profile, and Job Description forms. These forms are located on pages 13-18 of this handbook and on our website www.wsac.wa.gov/Employers.
- Submit all forms to the participating college you plan to hire students from. See pages 22-23 for a list of participating colleges. If you want to hire from more than one college, you will need to submit a Job Description form to each college.
- Private colleges review Employer Contracts, Employer Business Profiles, and Job Description forms and forward them to the Washington Student Achievement Council for approval. Public colleges review and approve all forms.
- You can expect approval within two to four weeks of submitting the forms to the college. You will receive a copy of your approved Employer Contract, Employer Business Profile, and Job Description forms by email or postal mail.
- Interview SWS eligible students referred to you by the college.
- Before hiring students, ask for written verification of eligibility for the SWS program, such as a Financial Aid Award Letter or a referral letter from the college. A Financial Aid Award Letter or referral letter is an official letter, signed by a college officer that lists the SWS award amount and the time period in which the student must earn the money.
- Follow all of your company's standard personnel procedures to hire a SWS student and notify the student's college upon hiring. Train and orient your new student employee as you would any other employee.
- Track student wages to ensure they don't work more than their SWS award. A sample Student Earnings Spreadsheet, which can be used to track wages, is on page 12 and on our website www.wsac.wa.gov/Employers.
- Pay the student for the gross hourly wages earned minus any deductions by either check or direct deposit. Ask the student to certify receipt of wages by signing the SWS Time Sheet.

Time Sheets are available on page 19-20 and on our website www.wsac.wa.gov/Employers. Verify that the hours were worked and the student's performance was satisfactory by signing the time sheet yourself.
- Send the Time Sheet to the student's college for reimbursement. You will receive a reimbursement check or direct deposit within three to six weeks.

Determining Eligibility

Is my business or organization eligible?

Eligible employers include government agencies, for-profit corporations, small businesses, and non-profit organizations. However, the state constitution prevents any business or organization involved in or with a controlling interest in political or religious activity from participating in the program.

In selecting employer participants, colleges will review the:

- Nature of the position;
- Organization's compatibility with the college's role and mission; and
- Work environment to ensure that it promotes a positive learning experience.

In addition, colleges will want assurances that the position will:

- Not displace regular workers or impair existing contracts;
- Give students the opportunity to explore or gain experience in a career interest; and
- Be adequately supervised.

Assessing Costs

What will it cost?

Wages – You will be required to pay the student a wage equal to what you pay non-students for similar work. The state then will reimburse a percentage of the student's gross wages. See page 6 for more details on setting wage rates.



Benefits – You will pay the employer share of any required employee benefits, such as Federal Withholding Tax, Workers' Compensation, Federal Social Security Taxes, and State and Federal unemployment taxes. You may offer optional employer-sponsored benefits although it is not required.

You will not be reimbursed for wages earned or paid but not submitted to the college by the specified deadline, hours worked over the students award amount, deductions, commissions, bonuses, holiday pay, travel reimbursement, and other special compensation paid to the student.

Students who work in public colleges or government agencies may be eligible for retirement benefits. Contact the Washington State Department of Retirement Systems' Employer Support Services for more information.

Additional information on employee benefits is available in the Resources section at the end of this handbook.

Why is the cost so low?

As a participating employer, you're not the only one who benefits. The state and students win too. Through the program, the state helps students who might not be able to afford an education pay a portion of their college costs.

Money earned through the State Work Study program allows students to pay for their education in current dollars, limiting their need to incur more debt. Because the employer pays a portion of student wages, the state's financial aid funds can be distributed more widely, making higher education available to more Washington citizens.

In addition, national studies suggest that students who work up to half-time while in college manage their time better, are less likely to drop out, and place a higher value on their education.



Recruiting

How do I recruit students?

Recruiting good employees is a major issue in today's labor market. This program allows you to try out potential employees before graduation and train them the way you would like. You can assess their performance on a low-cost basis, and then offer employment upon graduation if they fit into your organization.

When is the best time to recruit students and where can I find them?

In general, the best time to recruit students is in the fall when most students begin a new academic year and look for part-time jobs. In the summer, many students look for full-time work to earn money for college.



Determining a Student's Eligibility

Can I hire any student?

To qualify for reimbursement, you must hire a college student who is eligible for State Work Study and has been referred to you by one of the participating colleges. See page 22-23 for a list of participating colleges.

How do I know if a student is eligible?

Most students will identify themselves as eligible when they call or visit you to inquire about a job. Ask them to bring a copy of their Financial Aid Award Letter or referral letter to the interview.

While these forms vary from college to college, most will include the following:

- A statement the student is eligible for State Work Study.
- The total amount the student can earn, called the "award amount."
- The eligibility dates.

Some forms provide a place for you to verify you have hired the student. If so, sign the form and return it to the college. Other forms are informational only. Award amounts and eligibility dates should be clearly stated. If they are not, call the college. Make sure you keep a copy for your new employee's personnel file.

Tips for Working with Colleges:

- ◆ Determine what college you would like to work with. For a list of participating colleges, see page 22-23.
- ◆ Call the Student Employment Administrator at each college to set up a visit. Each college operates the program a little differently.

Questions to Ask:

- ? Ask how your jobs will be advertised. Consider placing an ad in the college newspaper.
- ? Ask about internships. Internships can often be combined with State Work Study awards to allow the student to be paid for the work.
- ? Ask the college about its policy for summer State Work Study. Not all colleges give students a State Work Study award during summer vacation.
- ? Ask for an academic calendar that includes breaks and vacations. Dates of academic terms vary depending on the college.
- ? Ask about upcoming job fairs. Some colleges regularly hold job fairs for employers interested in hiring student workers. Participating in these or setting up recruiting times on campus may save you time in finding the right student.

Interviewing

How many candidates can I interview before I select one?

You should interview as many as you think necessary. Due to the program's popularity and limited funding, there are many more jobs than students to fill them each year.

Do I have to hire any student referred to me?

No. Select a student worker as you would any other worker. Outline the job requirements, conduct interviews, and hire the best person.

Do I have to hire this student when they graduate?

No, you are under no obligation to offer permanent employment to a student employee. However, many employers view this program as a good tool for identifying and hiring permanent workers.

Once I've hired a State Work Study student, what can I expect?

You should expect the same performance and results you would expect from any other part-time worker.

What may be different about student workers?

Every student is required to make satisfactory academic progress in college while holding a State Work Study position. If a student's grades fall, they may be required to stop working. Therefore, the student's work schedule should be flexible enough to accommodate study and exam times.

Hiring

What is the "typical" student like?

The student population has become increasingly diverse. It includes traditional students, ages 18 to 21, who are eager to excel in their first work experiences, and older students seeking to make mid-career changes or add cutting-edge skills to their already considerable work experience.

What kind of time commitment can I expect from a student worker?

Most students can work two to four hours a day during the academic year. Some students also will be available to work full-time during college breaks and summer.

Students can earn varying amounts based on their financial need, as determined by the college. If their eligibility award is low, the time commitment they can offer you may be limited.



Are these "needy" students unskilled workers who can't find jobs on their own?

No. Many students need additional financial help to get through college. This is not a reflection on their ability to do a good job for you. As college costs continue to rise, more and more students need financial help. These students are as skilled and academically capable as students who don't need assistance.

Tips for Interviewing:

- Prepare an accurate description of job duties to attract the most appropriate candidates.
- Explain your expectations for the position during the initial interview so the student can assess their ability and interest in performing the work.
- Provide the student with information on what skills will be acquired while working in the job.
- Explain any special work requirements, such as safety issues in a hazardous work environment or legal issues in working with children.
- Outline causes for termination.
- Outline personnel rules and procedures, such as setting work hours or calling in sick.
- Show the student where the work will be performed and introduce the student to the key people with whom they will be working.

Setting Student Wages

Students must be paid on an hourly basis at a rate that is comparable to the entry-level rate for regular employees performing similar duties within your organization.

If I have no other workers who are performing this kind of work, how do I determine a fair wage?

The pay rate should be appropriate within the context of your pay schedule. Consider major duties and responsibilities, level of tasks and duties, distinguishing characteristics, typical work, judgment required, and the skills and knowledge required to do the job. The college you plan to hire students from can assist you in setting the wage if you have difficulty determining the appropriate level.

Public colleges that employ students on campus are required to follow specific guidelines in establishing wage rates. Contact the Washington Student Achievement Council, Student Financial Assistance division at (360) 753-7850 or sws@wsac.wa.gov for more information.

Can I pay student workers on a commission basis?

No. The terms of the contract require you to set an hourly wage for the duties performed. If your organization pays workers by commission, bonus, or other special compensation, in addition to an hourly wage, you will be reimbursed for only the agreed upon percentage of the hourly wage.

Can I pay a student in cash?

No. The rules of the program require that you pay by check or direct deposit and keep accurate records for proof of payment.

Can I offer room or board or other goods or services in exchange for hours worked?

No. The student must be paid an hourly wage for hours worked.

Ensuring Performance

What if a student is not performing satisfactorily?

Point out the problem and take corrective measures right away. To prevent performance problems, clearly outline your expectations. If you have an ongoing need for student employees, consider writing State Work Study procedures into your standard personnel procedures manual.

Each time you sign the time sheet to verify hours worked, you also are verifying that the work was performed satisfactorily.

Can I fire a State Work Study student for performance problems?

Yes. However, if possible, first offer the student a chance to correct the problem.

You may want to apply your normal performance-review procedures to student employees, or modify your standards by reviewing performance more often. A review every three to six months seems to work best.

If you do fire a student employee, inform the student's college of the reason, preferably in writing. This will help the college counsel the student for future positions.

Can a State Work Study student be laid-off?

Yes, if necessary. However the student may take another job and not be available later.



Signing the Employer Contract

How do I sign up for the program?

Complete the State Work Study Employer Contract, Employer Business Profile, and Job Description forms. These forms are located on pages 13-18 of this handbook and on our website www.wsac.wa.gov/Employers.

Submit all forms to the college you want to hire students from. If you want to hire students from more than one college, you will need to submit a Job Description form to each college.

How long does the contractual period run?

The contract year runs from July 1 until June 30. Renewal is required each year. If you want to hire a student for the summer only, beginning before July 1, you will need to sign a contract for the current year ending June 30.

Who signs the contract in my business or organization?

Staff authorized to approve expenditures should sign the contract. The authorizing signature indicates compliance with all provisions of the contract.



What are my responsibilities once the State Work Study student starts work?

As an employer, you are responsible for:

- Providing adequate and reasonable supervision for the student employee.
- Ensuring that the student employee does not work more than an average of 19 hours per week while in college and no more than 40 hours during breaks.
- Ensuring that total earnings do not exceed the amount for which the student is eligible, the student does not start work before the start date listed on the award letter, and does not work beyond the end date. If you are uncertain about those dates, contact the student's college for assistance.
- Notifying the college of any changes in the student's employment, such as changes in wage rate or job title, promotion, termination as well as your business name, Employer Identification Number and/or address change.
- Attesting that wages were paid to the student by signing the time sheet.
- Following all state and federal employee laws.

Do all the colleges in the state follow the same procedures?

In general, they follow the same procedures, although some differences exist.

Public colleges approve contracts and job description and process reimbursements on behalf of the Washington Student Achievement Council. Due to state constitutional requirements, the Washington Student Achievement Council approves contracts and job descriptions and processes reimbursements for private colleges.

Each college will have a set of operating procedures and guidelines. Some rules may be unique to each college. If you have questions, call the college to verify its requirements.

Monitoring Student Earnings

What is the best way to monitor student earnings?

Keep track of the student's award amount and the gross amount earned, not just the employer share. Encourage the student to keep records too. See page 12 for a sample student earnings spreadsheet.

When the student has earned most of their award, the student can check with the college to determine eligibility for an additional award. If the student is not eligible for additional State Work Study funds, the student must stop working. However, you can pay the entire wage, although you will not receive reimbursement for amounts in excess of the award.

Completing Time Sheets

Where do I get time sheets and how do I complete and submit them?

The college will provide time sheets.

The time sheet used by private colleges, with instructions for completing it, is available on page 19-20. Public colleges may have a slightly different time sheet. If you are uncertain which time sheet to use, call the college directly for assistance.

The time sheet is a record of hours worked and wages paid, and allows you to receive reimbursement. The person directly responsible for supervising the student must sign the time sheet in ink and date it on or after the last day worked by the student.

You will not receive reimbursement for hours worked over the student's award. Please note, the student's financial aid may be revised downward to compensate for the additional money earned.

Getting Reimbursed

The contract outlines employer responsibilities and the rules for claiming reimbursement. It is a good idea to ask everyone involved in the State Work Study program, from the student's supervisor to the payroll specialist, to review the contract.

For public colleges, follow the college's instructions for submitting time sheets and keep a copy for your records. You must submit time sheets within 15 days following the end of your payroll period.

The Washington Student Achievement Council will reimburse you if you hire students from private colleges. It is especially important to submit all time sheets for June hours on or before July 10. The state can make reimbursements only for hours worked during the fiscal year (July 1 – June 30). Please note June and July hours must be submitted on separate time sheets.

To avoid delays, please make sure time sheets are error free.

How long does it take to receive reimbursement?

In general, you should receive reimbursement within three to six weeks after submitting time sheets to the student's college. To receive reimbursement for students who attend a **private** college, sign up for a Statewide Vendor Number (SWV#) with the Office of Financial Management (OFM). For more information, visit OFM's website:

www.ofm.wa.gov/isd/vendors.asp.

Whom should I contact with questions about contracts, job descriptions, or time sheets?

Contact the college first. If you still have questions, contact the Student Financial Assistance division of the Washington Student Achievement Council at (360) 753-7850, or email us at sws@wsac.wa.gov. When calling or writing, please have the following information available:

- ✓ Your Employer Identification Number (EIN)
- ✓ The student's name
- ✓ The name of the student's college

FORMS

Forms for the Washington State Work Study (SWS) program are available on the following pages and also on the Washington Student Achievement Council, State Work Study Employers web page www.wsac.wa.gov/Employers.

Forms in this handbook:

Student Earnings Spreadsheet	Page 12
Employer Contract	Pages 13-15
Employer Business Profile	Page 16
Job Description and Instructions	Page 17 & 18
Time Sheet and Instructions	Page 19 & 20
Employer Information Change Request	Page 21

Student Earnings Spreadsheet

This sample worksheet will help you monitor your student's earnings against their SWS award.

Example: Jane receives a \$3,000 SWS award for fall quarter (September 24 through January 6). Jane's rate of pay is \$11.59 per hour.

Sample

IDENTIFIER:	Jane Smith		OTHER:		
INSTITUTION OR EMPLOYER:	Community College				
AWARD AMOUNT:	\$3,000.00	TOTAL AWARD RECEIVED:	\$3,000.00		
AWARD TERM:	Fall quarter	CUMULATIVE EARNINGS:	\$ 1,854.40		
DATE AWARD ENDING:	1/6/2013	TOTAL AWARD REMAINING:	\$ 1,145.60		
NOTES:	ESTIMATED HOURS AVAILABLE PER AWARD TERM:		258.8		
	CUMULATIVE HOURS WORKED:		160.0		
	ESTIMATED HOURS REMAINING:		98.8		
PAY PERIOD FROM:	TO:	HOURLY PAY RATE	HOURS WORKED	AMOUNT PAID	COMMENTS
9/24/2012	9/28/2012	\$ 11.59	17.00	\$ 197.03	
10/1/2012	10/30/2012	\$ 11.59	78.50	\$ 909.82	
11/4/2012	11/29/2012	\$ 11.59	64.50	\$ 747.56	

To calculate the average number of hours per week a student may work:

Step 1

Total award amount (\$3,000) = Total hours in award term (259 hours)

Hourly wage (\$11.59)

Step 2

Total hours in award term (259 hours) = Average number of hours per week student can work (17)

Number of weeks in award term (15)



STATE OF WASHINGTON WORK STUDY PROGRAM EMPLOYER CONTRACT

THIS CONTRACT, entered into this _____ day of _____, 20____, by and among the Washington Student Achievement Council, an agency of the state of Washington, hereafter called the "Council," or a public postsecondary institution(s) acting as an instrument of the Council in the placement of students, hereinafter called the "Institution;" and _____, an eligible employer, hereinafter referred to as the "Employer."

WITNESSETH:

WHEREAS, the Council has been appropriated funds from the state of Washington, pursuant to RCW 28B.12, to stimulate and promote part-time educationally-related employment of students who are in need of the income from such employment to pursue courses at institutions of postsecondary education; and

WHEREAS, the Employer is a non-profit organization or a profit-making business entity which does not have a direct association with a controlling sectarian organization; and

WHEREAS, the Council, the Institution, and the Employer desire that certain students engage in work under the State Work Study Program authorized by RCW 28B.12; and

WHEREAS, the Employer is in a position to utilize the services of such students;

NOW THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties hereto agree for themselves as follows:

A. Employer Responsibilities: General

To be eligible for and to receive reimbursement, the Employer agrees to:

1. Utilize the services of students referred to it by the Institution(s) who are eligible to participate in the State Work Study Program, who provide documentation of eligibility, and who are qualified and acceptable to the Employer. A detailed job description and the pay range for each position must be set forth on a "Job Description" form, or its equivalent, submitted to and approved by each participating Institution;
2. Comply with all appropriate federal, state, and local laws;
3. Employ students to perform only work which will not:
 - a. Result in displacement of regular employees, impair existing contracts for services, or fill positions which are vacant because regular employees are involved in a labor dispute;
 - b. Replace positions occupied by regular employees during the current or prior year or any position currently or formerly occupied by Higher Education Personnel classified staff;
 - c. Be sectarian-related; or
 - d. Involve any partisan or non-partisan political activity;
4. Ensure that the work performed by the State Work Study student will bear relationship to the student's formal academic program and/or career interest;
5. Pay each student an hourly rate which is at least equal to the entry level rate for comparable positions within the employing organization;
6. Pay each student on a per-hour worked basis. The student may not be compensated on a completion-of-project, independent contractor or salaried basis;
7. Supervise in a reasonable manner the work performed by the student(s);
8. Maintain a daily record of the hours worked by each student on a form approved by the Council for that purpose;
9. Regulate the number of hours worked to ensure that no student works more than an average of the 19 hours reimbursable per week over the period of enrollment for which the student has received an award or a maximum of the 40 hours reimbursable per week during vacation periods, unless the Institution has specified that the student work fewer hours per week, in which case the Employer will regulate the hours accordingly;
10. Notify the Institution of any change affecting the student's employment; and
11. Complete the attached Business Profile, and also provide the Institution or the Council, upon request, additional information substantiating its eligibility as an Employer, information on its employee classification/compensation plan, and/or a current financial statement confirming its fiscal solvency.
12. The employer agrees to:
 - a. Put in place procedures to safeguard the integrity, confidentiality, and appropriate use of the Council's electronic systems and all data obtained through the Council's electronic systems;
 - b. Use the Council's electronic systems only for official business and to take reasonable care to protect all user names, passwords, and any subsequent forms of user authentication from use by unauthorized persons;
 - c. Not use any personally identifiable student data obtained from the Council's electronic systems to conduct research or other studies unless express written consent is obtained from the Council's executive director or their representative;
 - d. Report promptly to the Council any incident or act that would threaten and/or compromise the security or integrity of the Council's electronic systems including any compromise or suspected compromise of passwords; and
 - e. Take reasonable care to prevent the introduction of any code that could cause harm to the Council's electronic systems or data.

B. Employer Payroll and Reimbursement Responsibilities:

The Employer further agrees to:

1. Pay directly to employed students by check or direct deposit their total compensation less appropriate deductions at least once a month, at a rate of pay at least equal to the entry level salary (starting hourly rate or wage) of comparable positions within the employing organization;
2. Bear the costs of employee benefits, including all payments due as an employer's contribution under the State Worker's Compensation laws or Federal Employment Compensation Act (federal agencies only), federal Social Security laws, state unemployment laws, OSHA regulations, and WISHA (Washington Industrial Safety and Health Act) regulations and other applicable laws;
3. Bear the full cost of any commission, bonus, or other special compensation paid the student in addition to the agreed-upon hourly rate of pay;
4. Claim reimbursement only for wages:
 - a. That do not represent hours of work in excess of maximum number of hours subject to reimbursement under this contract;
 - b. Certified under oath as paid by check or direct deposit to students certified as eligible by the Institution; and
 - c. For hours actually worked by the student.
5. Submit to the Institution's appropriate office a completed timesheet for each student employee hired through the State Work Study Program according to the schedule provided by the Institution. In the event the Institution does not establish a schedule, **THE TIMESHEET MUST BE SUBMITTED WITHIN 15 DAYS OF THE END OF THE PAYROLL PERIOD;**
6. Submit timesheets for any student(s) who earned compensation or was paid during the month of June to the Institution by the deadline established by the Institution or July 10th, whichever is earlier; and adhere to state labor standards by providing student employee with appropriate rest and meal periods;
7. Waive and forfeit all claims for reimbursement of compensation earned or paid to students but not reported or submitted to the Institution as required under Section B (5) and B (6) of this Contract; and
8. Make available upon request by Council and other state of Washington personnel, its payroll records for students paid under this Contract for audit purposes.

C. By approving and processing Job Descriptions, the Institution(s) agree(s) to:

1. Determine which students meet the eligibility requirements for employment under the State Work Study program in accordance with rules and regulations and guidelines established by the Council;
2. Refer to the Employer only those students eligible for the program who appear to be qualified for employment, after exercising the priorities in placing students in accordance with the rules and regulations by which the State Work Study Program is administered; and
3. Notify the Employer of any student who may become ineligible.

D. The Council agrees to reimburse the Employer for a percentage of the student's total State Work Study financial aid award. Reimbursement will be a percentage of the total payroll paid to students under this Contract as stated on the Job Description form. Reimbursement will be paid monthly upon receipt of the Employer's properly completed State Work Study timesheets, which have been sent to the Institution. Public postsecondary institutions(s) may reimburse the Employer on behalf of the Council. Private postsecondary institution(s) will forward the timesheets to the Council for reimbursement. No reimbursement will be made if such information is received after the calendar deadlines established by this Contract and the Institution(s).

E. All Parties agree:

1. This Contract and Business Profile, in conjunction with the Job Description form approved by a participating institution, constitutes an agreement to participate in the program and to comply with the contract provisions. Each institution has the right to determine from which contracted employers they will post jobs;
2. The total reimbursable payroll shall consist of the hourly rate of compensation paid a student multiplied by the number of reimbursable hours of work performed by a student. The maximum number of reimbursable hours of work may not average more than 19 hours per week over the period of enrollment for which the student has received a State Work Study award or exceed a maximum of 40 hours per week during vacation periods. The Institution may specify that a student work fewer hours per week than the maximum. The number of hours any student may work during any period must be agreed upon prior to commencement of employment;
3. The following priorities must be exercised in the placement of students:
 - a. Placement of Washington state residents;
 - b. Employment in fields related to the student's academic or vocational pursuits; or
 - c. In community service placements or in placements that meet Washington's economic development goals.
4. Complaints by either the employee or Employer regarding lack of compliance with this Contract should be referred to the appropriate office at the Institution for settlement. If resolution cannot be reached, appeal may be made to the Council;
5. This Contract shall be subject to the availability of funds granted for this program. It shall also be subject to the provisions of RCW 28B.12, the regulations adopted thereunder, and all legislation and regulations pertaining to the State Work Study Program adopted subsequently;
6. This Contract may be terminated by the Council or the Employer if there is failure by the other party to comply with its provisions; and
7. This Contract will remain in effect until the end of the academic year, which is June 30 immediately following the effective date of this Contract. Prior to the expiration date and at the discretion of the Council, the contract may be continued for the subsequent academic year. Typically, the renewal letter will be sent out in May. In the case of a first year contract, filed between May and June, the second year renewal is handled automatically by the Council.

STATE OF WASHINGTON WORK STUDY PROGRAM
EMPLOYER BUSINESS PROFILE

1. Business Name: _____
2. Employer Identification Number (EIN): _____ - _____
3. Owned/operated by: _____
4. Describe the nature of business and primary goods or services provided. (Attach annual report or summary publication, if you prefer.)
5. Describe the location where the student will work.
6. Describe composition of Board of Directors/Corporation, if applicable.
7. Number of years in operation: _____
8. Number of **regular/paid** employees: Full time _____ Part time _____
9. Number of **volunteers**: Full time _____ Part time _____
10. Have you ever had a license, certificate, or registration to operate a business, occupation, or profession denied, suspended, or revoked? If so, please explain.
11. Do you currently possess all licenses, certificates, and registrations required by all federal, state, and local laws and ordinances? If not, please explain.
12. Have you ever been a defendant in a consumer protection action? If so, please explain.
13. Have you ever been involved in a labor dispute? If so, please explain.
14. Does your organization participate in any political activity or have a religious affiliation? If so, please explain.
15. Have you experienced any cash flow problems within the past two years that would make it difficult to compensate State Work Study students on a regular basis? If so, please explain.

Name of Employer Representative

Title

Signature of Employer Representative

Date

Submit the completed Employer Contract and Employer Business Profile to the participating institution(s) you want to partner with. For a complete list of participating institutions, please visit our website at: www.wsac.wa.gov/employers.

INSTRUCTIONS FOR COMPLETING THE JOB DESCRIPTION

Employers

Complete a Job Description form for each State Work Study position offered by your business or organization. Submit the Job Description form to each college you want to hire students from. The Student Employment Administrator at the college and the Student Achievement Council must approve the position before you can hire a State Work Study student employee.

Job Title: You may select any job title you feel is appropriate. Choose a title that accurately describes the position. This is the job title that the student will enter on their time sheet.

Pay Range: All State Work Study positions must receive compensation equal to the entry level salary of comparable positions (RCW 28B.12.060). Indicate the minimum and maximum pay range expected for this position during the period of employment. Any adjustments to the hourly pay rate made during the employment period must fall within this broad pay range.

Start Date: Indicate the date (month, day, and year) the position is available (in most cases this will be July 1, which is the beginning of the state fiscal year).

Job Description: Give a concise, but complete description of the position. You may also indicate the number of students you want to hire in this position.

Educational Benefits to be Derived by the Students in this Job: Explain how this position enhances a student's education or how it relates to a future career track. Whenever possible, hire State Work Study students in positions related to their academic pursuits.

Minimum Qualifications: Please note that students use this area to prescreen themselves. List the skills a student must possess prior to filling this position, and base your hiring on how closely the applicant meets these requirements.

Employer Name: Provide the full name of the employing business or organization.

Employer Identification Number (EIN) and Suffix: Provide the business or organization's Employer Identification Number (EIN) and, if applicable, the Student Achievement Council assigned suffix.

Address: Provide the mailing address for the business or organization.

Supervisor's Signature: The signature of the supervisor for this position, legally authorized by the employer to sign the student's time sheet.

Supervisor's Name: Provide the name of the supervisor of this position.

Date: The date signed by the supervisor.

Phone Number: Provide the phone number for the supervisor of this position.

Student Employment Administrators

Signature of Student Employment Administrator: This should be the signature of the Student Employment Administrator who approved the job description.

Name of College: Provide the full name of the college.

Institution Code: The institution code provided by the Student Achievement Council.

Reimbursement Percent: Provide the percentage of employer reimbursement.

Job Classification Code: Provide the appropriate classification code, from the list provided by the Student Achievement Council, to identifying a broad range of jobs.

Position Number: The position number may be any sequence established by the college to assign each job description a unique number.

Instructions for Completing State Work Study Time Sheet

Student: Complete the Student Section. For the “First day hours were worked” enter the first day (month/day/year) in this pay period on which you worked. For “Last day hours were worked” enter the last day (month/day/year) in this pay period on which you worked. Enter the number of hours you worked under “Record of actual hours worked” next to the appropriate date. At the end of the pay period, total the “Record of actual hours worked” and enter that figure on the “Total hours worked” line. Read and sign the statement regarding your certification of the hours reported and your continued eligibility for the State Work Study program. Be sure to date the form on or after the last day worked. Give the form to your supervisor.

Employer: After paying the student the hours reported in the Student Section, type, or print in ink, all information requested in the Employer Section. Read the employer’s certification statement, then sign and print your name, and date the form (on or after the last day the student worked). Retain the pink copy of the time sheet for your records. Forward the white and yellow copies to the student’s college for processing. **Important:** Complete the time sheet accurately; any blank or incorrect items may delay your reimbursement. Time sheets not forwarded to the student’s college within 15 days of the end of the pay period may deny reimbursement.

College: Verify the information on the time sheet. Once verified, complete the College Section, including institution code (from the list below). Retain the yellow copy of the time sheet for institutional records. Forward the white copy to the Student Achievement Council for employer reimbursement. Incomplete or late time sheets submitted to the Council can result in delayed or denied reimbursement for employers.

INSTITUTION CODES (Council assigned)

3080 Antioch University	3130 Northwest University	3190 University of Puget Sound
3090 Bastyr University	3140 Pacific Lutheran University	3200 Walla Walla University
3100 Cornish College of the Arts	3150 Saint Martin’s University	3210 Whitman College
3110 Heritage University	3160 Seattle Pacific University	3220 Whitworth University
3120 Gonzaga University	3170 Seattle University	3490 Trinity Lutheran College

EXAMPLE

1. Student Section:
Student fills out entire left side of time sheet.

WASHINGTON STATE WORK STUDY PROGRAM
TIME SHEET

STUDENT SECTION	EMPLOYER SECTION
1. Last Name, First Name _____	Verify the information in the Student Section. Type, or print in ink, all items requested in this section. Submit the time sheet to the student's college within 15 days from the end of the current pay period to prevent denial of reimbursement. You should receive reimbursement from the Student Achievement Council within three to six weeks. An incorrect or blank item may delay reimbursement.
2. Social Security Number _____	
3. Name of College _____	
4. Job Title _____	
5. First day hours were worked: _____ Month Day Year	
6. Last day hours were worked: _____ Month Day Year	
7. Record of actual hours worked:	11. Hourly rate of pay: \$ _____
01 _____ 16 _____	12. Gross compensation: \$ _____
02 _____ 17 _____	13. FICA: \$ _____
03 _____ 18 _____	14. Other deductions: \$ _____
04 _____ 19 _____	15. Net earnings: \$ _____
05 _____ 20 _____	16. Name of Business or Organization _____
06 _____ 21 _____	17. Employer Identification Number (EIN) _____
07 _____ 22 _____	"This time sheet is a true and correct statement of the time worked by this student. The student has completed the assignment satisfactorily, continues to have State Work Study eligibility, and has been paid by check or direct deposit the amount of net earnings as shown. I hereby certify, under penalty of perjury under the laws of the state of Washington, the foregoing is true and correct."
08 _____ 23 _____	18. Supervisor's Signature _____
09 _____ 24 _____	Supervisor's Name _____
10 _____ 25 _____	19. Date Signed (on or after student's last day worked): _____
11 _____ 26 _____	20. Date received by college: _____
12 _____ 27 _____	21. Authorized by: _____
13 _____ 28 _____	22. Institution code: _____
14 _____ 29 _____	23. Position number: _____
15 _____ 30 _____	24. Reimbursement rate: _____
16 _____ 31 _____	25. Reimbursement amount: \$ _____
8. Total hours worked: _____	College Section
"I hereby certify this time sheet is a true and correct statement of the hours I worked, and that I have State Work Study eligibility to cover my gross earnings."	20. Date received by college: _____
9. Student's Signature _____	21. Authorized by: _____
Date Signed (on or after last day worked): _____	22. Institution code: _____
10. _____	23. Position number: _____
_____	24. Reimbursement rate: _____
_____	25. Reimbursement amount: \$ _____

2. Employer Section:
Employer completes top 3/4 of right side of time sheet. In order to receive prompt reimbursement, ensure the time sheet is completed accurately and forward to the college within the 15 days of the end of the pay period.

3. College Section:
In order to expedite the employer’s reimbursement, process and forward the time sheet to the Council as soon as possible.

WASHINGTON STATE WORK STUDY PROGRAM

EMPLOYER INFORMATION CHANGE REQUEST

Submit this form to the college(s) you work with to update your State Work Study (SWS) information.

Note: If your Employer Identification Number (EIN), Unified Business Identifier Number (UBI), job title or job description duties have changed, you **cannot** use this form. Please contact the State Work Study program at 360-753-7861 or sws@wsac.wa.gov.

Name of Business or Organization: _____

Employer Identification Number (EIN) & Suffix, if applicable: _____

Change in Business Information

Check the box next to the item that needs updated and provide the current information.

Name of Business or Organization: _____

Phone Number: _____

Contact Person: _____

Business Address: _____
Address City State Zip

Mailing Address: _____
Address City State Zip

Email Address: _____

Change in Pay Rate Information

The Student Achievement Council requires an explanation (in the comment section below) for pay rates that exceed \$25.00 per hour as well as a decrease in pay.

Position Number: _____ Job Title: _____

Pay Range: \$ _____ to \$ _____ Effective: _____ / _____ / _____
Minimum Maximum Month / Day / Year

Comments: _____

Signature of Employer Representative

Date

FOR COLLEGE USE ONLY

Signature of Student Employment Administrator	Name of College / Institution Code	Date
---	------------------------------------	------

FOR COUNCIL USE ONLY

Signature of Student Achievement Council	Date
--	------

PARTICIPATING COLLEGES

When calling a college, ask to speak to the Student Employment Administrator.

College / University	City	Phone Number
Antioch University	Seattle	(206) 268-4000
Bastyr University	Kenmore	(425) 823-1300
Bates Technical College	Tacoma	(253) 680-7000
Bellevue College	Bellevue	(425) 564-1000
Bellingham Technical College	Bellingham	(360) 752-7000
Big Bend Community College	Moses Lake	(509) 793-2222
Cascadia Community College	Bothell	(425) 352-8000
Central Washington University (CWU)	Ellensburg	(509) 963-1111
CWU-Des Moines	Des Moines	(425) 640-1574
CWU-Lynnwood	Lynnwood	(509) 793-2384
CWU-Pierce County	Lakewood	(206) 439-3800
CWU-Moses Lake	Moses Lake	(253) 964-6636
CWU-Wenatchee	Wenatchee	(509) 665-2600
CWU-Yakima	Yakima	(509) 574-6894
Centralia College	Centralia	(360) 736-9391
Clark College	Vancouver	(360) 992-2000
Clover Park Technical College	Lakewood	(253) 589-5800
Columbia Basin College	Pasco	(509) 547-0511
Cornish College of the Arts	Seattle	(206) 726-5151
Eastern Washington University	Cheney	(509) 359-6200
Edmonds Community College	Lynnwood	(425) 640-1500
Everett Community College	Everett	(425) 388-9100
Gonzaga University	Spokane	(509) 328-4220
Grays Harbor College	Aberdeen	(360) 532-9020
Green River Community College	Auburn	(253) 833-9111
Heritage University	Toppenish	(509) 865-8500
Highline Community College	Des Moines	(206) 878-3710
Lake Washington Institute of Technology	Kirkland	(425) 739-8100
Lower Columbia College	Longview	(360) 442-2311
North Seattle Community College	Seattle	(206) 527-3600
Northwest University	Kirkland	(425) 822-8266
Northwest Indian College	Bellingham	(360) 676-2772
Olympic College	Bremerton	(360) 792-6050
Pacific Lutheran University	Tacoma	(253) 531-6900
Peninsula College	Port Angeles	(360) 452-9277
Pierce College	Lakewood	(253) 964-6500

College / University	City	Phone Number
Renton Technical College	Renton	(425) 235-2352
Saint Martin's University	Lacey	(360) 491-4700
Seattle Central Community College	Seattle	(206) 587-3800
Seattle Pacific University	Seattle	(206) 281-2000
Seattle University	Seattle	(206) 296-6000
Seattle University School of Law	Seattle	(206) 398-4000
Seattle Vocational Institute	Seattle	(206) 587-4950
Shoreline Community College	Shoreline	(206) 546-4101
Skagit Valley College	Mount Vernon	(360) 416-7600
South Puget Sound Community College	Olympia	(360) 754-7711
South Seattle Community College	Seattle	(206) 764-5300
Spokane Community College	Spokane	(509) 533-7000
Spokane Falls Community College	Spokane	(509) 533-3500
Tacoma Community College	Tacoma	(253) 566-5000
The Evergreen State College	Olympia	(360) 866-6000
Trinity Lutheran College Everett	Everett	(425) 249-4800
University of Puget Sound	Tacoma	(253) 879-3100
University of Washington	Seattle	(425) 352-5000
University of Washington Bothell	Bothell	(206) 543-2100
University of Washington Tacoma	Tacoma	(253) 692-4000
Walla Walla University	College Place	(509) 527-2615
Walla Walla Community College	Walla Walla	(509) 522-2500
Washington State University	Pullman	(509) 335-3564
Washington State University Spokane	Spokane	(509) 358-7500
Washington State University Tri-Cities	Richland	(509) 372-7000
Washington State University Vancouver	Vancouver	(360) 546-9788
Wenatchee Valley College	Wenatchee	(509) 662-1651
Western Washington University	Bellingham	(360) 650-3000
Whatcom Community College	Bellingham	(360) 676-2170
Whitman College	Walla Walla	(509) 527-5111
Whitworth University	Spokane	(509) 777-1000
Yakima Valley Community College	Yakima	(509) 574-4600

GLOSSARY

Award: The amount of State Work Study funds (gross) a student can earn up to, to help pay for college.

Award Letter: A letter from the student's college that indicates State Work Study eligibility. The award letter should state the award amount and the starting and ending dates of the award.

College: A generic word used to describe all facilities of higher education, whether universities, colleges, vocational education institutions, or other campuses teaching post-secondary courses.

College – Private: An independently-funded, non-profit college accredited by the Northwest Association of Schools and College.

College – Public: A publicly funded college.

Comparable Wages: An hourly rate of pay equal to the entry-level rate of non-student employees performing similar duties with the employing organization. Factors for determining comparability include major duties and responsibilities, distinguishing characteristics, judgment required, and skills and knowledge required to do the job. The nature of the work will determine appropriate rate, not student status or minimum qualifications.

Displacement of Regular Employees: In general, State Work Study student employees may not fill positions previously filled by regular employees during the current or prior calendar or fiscal year.

Eligible Employer: An employer that meets all of the conditions for participation in the State Work Study program.

Employer Contract: The contract between the employer and the Washington Student Achievement Council for the State Work Study program.

Employer Information Change Request: A form used by the employer to update the program about changes in business information or job description pay rates.

Employer Identification Number (EIN): A nine digit number assigned by the Internal Revenue Service (IRS), used for tax identification. The State Work Study program uses the EIN as the primary identification number and must be included on all State Work Study correspondence.

Federal Withholding Tax: An amount withheld from employee wages each pay period, according to the number of allowances claimed by the employee on the W-4 form. Only employees who did not have to pay income tax last year and who do not expect to pay tax this year may claim an exemption. If this is the case, the W-4 form must be completed annually, by February 15 of each year.

FICA (Federal Insurance Contributions Act): A tax imposed by the federal government on both employers and employees to fund Social Security and Medicare. The employer must follow FICA regulations on withholding and paying the employee's share of the tax. For more information, contact the US Internal Revenue Service.

Financial Need: See “Need”

Hours, Maximum Allowed: During the academic year, students may work up to an average of 19 hours per week, depending on their State Work Study award amount. During college breaks and summer terms, students may work up to 40 hours per week, if their award allows.

Industrial Insurance, Washington State: A tax, also called Workers’ Compensation or Medical Aid, paid by the employer on behalf of employees to cover job-related injuries or illnesses. Contact the Washington State Department of Labor and Industries for more information.

Job Description: A form on which the employer describes the duties of the job, the educational benefits derived from performing the work, the minimum qualifications required to perform the job, and the pay rate.

Job Fair: An event sponsored by a college to bring together employers looking to hire and students looking for employment.

Monitoring the Award: Tracking the total amount a student may earn up to, to ensure they do not earn more than their State Work Study award. The award is the gross amount the student may earn, not the employer’s share.

Need: The amount of financial aid a student requires to pay college costs, as determined by the college.

Opportunity Pathway: In 2009, the Legislature authorized the Higher Education Coordinating Board, (the predecessor agency to the Washington Student Achievement Council) to designate all existing financial aid an Opportunity Pathway, with the effect of providing students with a clear understanding of available resources to pay for postsecondary education, thereby increasing access to postsecondary education, and meeting the needs of local business and industry.

Package/Financial Aid Package: A mix of grants, loans, state or federal work study, scholarships, and/or other aid awarded by the college to meet the student’s need for funds to pay college costs. See “Award.”

Pay Rate: An hourly wage, appropriate within the organization or field, for work performed. Employers in Washington State must pay at least the state’s minimum wage. See “Comparable Wages.”

Referral Form: A form completed by a college which shows the student’s State Work Study award amount and the starting and ending dates of the award.

Reimbursement: The State Work Study program reimburses employers a percent of the gross wages an employer paid to the student employee.

Statewide Vendor Number (SWV#): A number assigned by the Office of Financial Management when an organization submits a registration for payments from the state.

Supervision: Overseeing the daily work of State Work Study student employees, to ensure duties are performed safely and satisfactorily as well as the student gains educational benefits from the work.

Unemployment Insurance, Washington State: An employer-paid benefit, which may or may not apply to State Work Study employees. For more information, contact the Washington State Employment Security Department.

Unified Business Identifier (UBI) Number: UBI is a nine digit number that registers you with several state agencies and allows you to do business in Washington State. UBI is sometimes called a tax registration number, a business registration number, and a business license number.

Washington Student Achievement Council: The state agency responsible for administering the rules and regulations of the State Work Study program.

RESOURCES

PEOPLE

Student Employment Administrator

See Participating Colleges list on pages 22-23.

Washington Student Achievement Council

State Work Study Program

917 Lakeridge Way SW

PO Box 43430

Olympia, WA 98504-3430

Phone: (360) 753-7800

Website: www.wsac.wa.gov/Employers

Email: sws@wsac.wa.gov

PUBLICATIONS

Information on Washington State Business Licensing Requirements

[Business Licensing Guide](#)

State of Washington Business Licensing Service

PO Box 9034

Olympia, WA 98507-9034

Phone: 1-800-451-7985

Website: www.bls.dor.wa.gov

Email: bls@dor.wa.gov

Information on Federal Withholding Tax

[Publication 15 \(Circular E\), Employer's Tax Guide](#)

IRS Employment Taxes,
"Supplement to Publication 15"
U.S. Internal Revenue Service
Ogden Service Center
Ogden, UT 84201-0002
Phone: 1-800-829-4933
Website: www.irs.gov

Information on Washington State Industrial Insurance (Workers' Compensation)

[Employers' Guide to Industrial Insurance in Washington State](#)

Washington State Department of Labor & Industries

PO Box 44000
Olympia, WA 98504-4000
Phone: (360) 902-5800
Website: www.lni.wa.gov

Information on Unemployment Insurance

[Unemployment Insurance Tax Information – A Handbook for Washington State Employers](#)

Washington State Employment Security Department

Tax Branch Division
PO Box 9046
Olympia, WA 98507-9046
Phone: (360) 902-9360
Website: www.esd.wa.gov
Email: status@esd.wa.gov

OTHER AGENCY FORMS

Information on Statewide Vendor Numbers

Washington State Office of Financial Management

Statewide Payee Desk
PO Box 41434
Olympia, WA 98504-1434
Phone: (360) 407-8180
Website: www.ofm.wa.gov/isd/vendors.asp
Email: payeehelpdesk@ofm.wa.gov