

State Work Study Supervisor Handbook

**Student Employment
at
Seattle Pacific University
2014-2015 Edition**

The Office of Student Employment is located in SPU's Student Financial Services in lower Demaray Hall

Email ose@spu.edu

Call 206-281-2047 or 1-800-737-8826

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Glossary of Terms

Academic Year- Spans the first day of Autumn quarter and ends the last day of Spring quarter

EIN – Employer Identification Number

IRS – Internal Revenue Service

SPU – Seattle Pacific University

STEM- Science, Technology, Engineering, and Mathematics

Summer A- From the day after the Academic Year ends until June 30th

Summer B- From July 1st until the day before the Academic Year begins

SWS – State Work Study

UBI – Unified Business Identifier Number

WSAC – Washington Student Achievement Council

Overview of the State Work Study Program

The SWS Program gives students with financial aid an opportunity to earn money to help pay for college expenses as well as give them valuable experience in career fields they are interested in. Employers who participate in the program by employing students receive reimbursement for a percentage of the students' wages.

Money earned through the SWS Program allows students to pay for their education currently, limiting their need to borrow money and 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 residents.

In addition to the above benefits of participating in the program, national studies suggest that students who work up to 20 hours per week while in college manage their time better, are less likely to drop out, and place a higher value on their education.

Any questions about the SWS Program should be directed to the Student Employment Coordinator at SPU or the WSAC SWS Program.

Contact Information

Student Employment Coordinator

Seattle Pacific University

Danielle Richmond

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Suite 114

Seattle, WA 98119-1992

Phone: (206) 281-2047

Email: ose@spu.edu

Website: www.spu.edu/studentjobs

Washington Student Achievement Council

State Work Study Program

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PO Box 43430

Olympia, WA 98504-3430

Phone: (360) 753-7800

Email: sws@wsac.wa.gov

Website: www.wsac.wa.gov/Employers

When calling or writing the WSAC, please have the following available: Your IRS Federal Identification Number, the student's name, and the name of the student's school.

Eligibility Criteria

Employer Eligibility

Eligible employers for SWS 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.

Interested employers should complete a [Contract, Business Profile](#), and [Job Description](#) in order to determine if they are eligible for SWS funding. In some cases, the WSAC may request that the employer fill out a “Religious Affiliation Questionnaire” to determine if the employer is religiously affiliated.

In selecting employer participants, SPU reviews the:

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

In addition, SPU requires 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.

SPU must also ensure that each position directly relates to a specific course of study within the university and that the position will provide educational benefits to a student.

To qualify for reimbursement, an employer must hire a college student who is eligible to participate in the SWS program and has been referred to the employer by SPU through obtaining a Work Referral Form from SPU’s Student Financial Services. However, SPU encourages employers to hire non-work study eligible students as well as each organization is able.

Student Eligibility

In order for a student to be eligible to participate in the SWS program, they must be a Washington State resident. According to the State Constitution, students with declared theology majors/minors unfortunately are not eligible to participate in the SWS Program. Additionally, an undergraduate student must be enrolled in at least 6 credits (half time) during each quarter worked in the academic year. Graduate students must be enrolled in at least 3 credits to be eligible.

A student must apply for financial aid each year in order to receive consideration for the work study program. The student’s continuation in the program depends on the extent of his/her financial need and the availability of work study funding. SWS funding will be stopped once the

student has earned the amount authorized on the Work Referral Form (based on gross earnings) or when the student is no longer eligible to participate in the work study program (e.g. student drops below half-time, is not in good academic standing, withdraws from SPU, or declares a major or minor in the School of Theology).

Enrolled students are expected to satisfactorily complete a minimum number of credits each quarter. The number of credits which must be satisfactorily completed will be based on the student's enrollment status.

Undergraduate Students

Full-Time	12 or more credits
Three Quarter-Time	9-11 credits
Half-Time	6-8 credits

How do I know if a student is eligible?

Many students will identify themselves as eligible when they contact employers to inquire about a job. **To ensure that they are in fact eligible, employers should ask them to bring a SWS Work Referral Form to their interview.** This can be obtained in Student Financial Services at SPU, and their eligibility will be verified before SPU gives them the form. Questions regarding this should be directed to the Student Employer Coordinator at SPU.

State Work Study Employer Policies, Procedures, and Paperwork

How do I sign up for the program?

Contact SPU to receive an Employer Contract, Business Profile, and Student Job Description form, or go to the [WSAC website](#). Fill out the Contract and Business Profile, and then write a Job Description for each position. Send the completed forms back to SPU.

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 organization?

The individual who is authorized to approve expenditures should sign the Contract. The authorizing signature indicates compliance with all provisions of the Contract.

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

In general, they follow the same procedures, although some differences exist. Public schools directly handle Contracts and reimbursement checks. Due to state constitutional requirements, the WSAC issues checks and approves Contracts for independent colleges and universities. Each school will have a set of operating procedures and guidelines. Some rules may be unique to each school. If you have questions, call SPU to verify its procedures.

Employer Contract and Business Profile

The SWS Contract outlines employer responsibilities and the rules for claiming reimbursement. The Contract should be reviewed by the student's supervisor, the payroll specialist, and anyone else involved in the SWS program at the organization.

Employers will need to renew their Contracts every new state fiscal year for which they want to continue employing students and receiving SWS funds. The WSAC will send employers a letter every May with instructions on how to do so. Any questions about the renewal process should be directed towards them.

Employers should wait to hire students until they receive notification from the WSAC that their Contract and Job Description(s) have been approved.

Job Descriptions

(See [Appendix A: State Work Study Job Description](#))

There must be a Job Description submitted for each SWS position offered at a business/organization. It should be submitted to SPU, at which time the Student Employment Coordinator, along with the WSAC, will approve the position before a SWS student employee can be hired. Note: Job Descriptions are school specific, so employers must submit one to each school they are interested in hiring from.

Employers should wait to hire students until they receive notification from the WSAC that their Contract and Job Description(s) have been approved.

Even if there is more than one student employee in a position, only one Job Description is needed for that position. Employers will need to make sure that the pay rate for each student employee, however, falls into the pay rate range listed on the Job Description. If an employer wants to make any changes to a Job Description, they can contact the Office of Student Employment, asking for an Employer Information Change Request Form (See [Employer Information Change Request Forms](#) below for more information).

Work Referral Forms

(See [Appendix B: State Work Study Work Referral Form](#))

Before being interviewed, students should obtain a SWS Work Referral Form from SPU's Student Financial Services in lower Demaray Hall. Their eligibility will be confirmed before they are given the form. Employers should have students bring this to their interview to ensure that a student ineligible for SWS funding is not hired accidentally.

The SWS Work Referral Form includes:

- A statement that the student is eligible for SWS;
- The total amount the student can earn, or the "award amount;" and,
- The eligibility dates.

Once a student is hired, the Work Referral Form should be completed by the employer and employee, and submitted to SPU's Student Financial Services. This must occur before reimbursement for timesheets can be given to the employer. If SPU does not receive the Work Referral Form, any hours worked (and respective earnings) will be considered non work study and will not be reimbursed.

A student must complete a Work Referral Form at the beginning of each academic year as well as at the beginning of Summer A and Summer B if they work during those times. This is true for all students, even those continuing in the same position.

Employer Information Change Request Forms

(See [Appendix C: Employer Information Change Request Form](#))

Employer Information Change Request Forms can be used to change information that has been submitted to the WSAC. Basic information such as business or organization name, phone number, business address, pay rate range, and Job Descriptions can be updated by the submission of this form to SPU.

An employer can contact the WSAC SWS program at 360-753-7861 or sws@wsac.wa.gov to update their Employer Identification Number (EIN), Unified Business Identifier Number (UBI), job title, and/or Job Description duties.

Terms of Employment

Hours

SWS students may only work an average of 19 hours per week during the academic year. If an employer pays students for hours worked beyond this maximum, unfortunately, SPU cannot process wage reimbursement for any hours beyond 19 hours per week. Students can, however, work up to 40 hours per week during holidays and breaks, as long as they are not enrolled in half-time or more credits; employers will be reimbursed the usual percentage for these hours.

Student Allotted Funding

SWS funding will be stopped once the student has earned the amount authorized on the Work Referral Form (based on gross earnings) or when the student is no longer eligible to participate in the work study program (e.g. student drops below half-time, is not in good academic standing, withdraws from SPU, or declares a major or minor in the School of Theology).

Students are awarded a separate allocation for each Academic Year, Summer A, and Summer B based on their financial need and available State Work Study funding. In the 2013-2014 year, most students were allocated \$3,600 for Academic Year, \$1,250 for Summer A, and \$2,500 for Summer B. A student's financial aid award, including work study funding, is based on demonstrated financial need and is subject to change if new information is submitted to SPU. Please contact SPU if you have any questions about a student's eligibility for a particular period.

It is the responsibility of both the student and the supervisor to monitor the student's earnings to ensure that he/she does not exceed the authorized amount. If a student is approaching their authorized amount before the end of the academic year or summer, contact SPU's Student Financial Services to see if additional funding has become available.

Rate of Pay

Students must be paid on an hourly basis at a rate comparable to the entry-level rate for regular employees performing similar duties within the organization. A percentage of the student's gross wages will be reimbursed, as determined by SPU's Office of Student Employment and indicated on the approved Job Description. Currently, the percentages are assigned as follows:

For-profit employers: 40%

Government Agencies/Public Institutions: 60%

Non-Profit Agencies: 70%

STEM Employers: 70%

Note: Reimbursement rates are subject to change by the State

Student Wages Frequently Asked Questions

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.

Can I pay student employees 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 and board or other goods or services in exchange for hours worked?

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

What do I do if a student receives a pay raise?

Contact the Office of Student Employment with the effective date of the new pay rate. If the pay rate exceeds the pay rate range submitted to the WSAC on the Job Description, an Employer Information Change Request Form must be submitted.

Can I give student employees benefits?

Employers will pay students 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. They may offer optional employer-sponsored benefits, although it is not required. Employers will not be reimbursed for these optional benefits.

What is the best way to monitor student earnings?

The best way to ensure that you will be reimbursed for each timesheet is to monitor student earnings. Keep track of the total eligibility amount and the gross amount earned, not just the employer share. Encourage the student to keep records too. When the student has earned most of the award amount, the student can check with the school to determine eligibility for an increased award. If the student is not eligible for additional SWS funds, the student must stop work. Of course, an employer may choose to continue to employ the student, although they will not be reimbursed for amounts in excess of the amount awarded.

When should timesheets be submitted?

Employees should submit timesheets to the Office of Student Employment at SPU as often as the student gets paid and are advised to keep a copy for their records. In order to claim reimbursement, timesheets must be submitted within 15 days of the last day of an organization's pay period. Timesheets received after the deadline may not be reimbursed.

Summer-Specific Terms of Employment

Summer Eligibility

In order for a student to be eligible for Summer SWS funding, they must satisfy all financial aid requirements for the upcoming academic year. In addition, a student employee not enrolled during summer may work up to 40 hours per week during the summer period. No overtime/vacation pay will be reimbursed however. A student employee who is enrolled for half time or more during the summer session may work up to 19 hours per week during the period of enrollment. Finally, a student must be enrolled or planning to enroll at SPU for Autumn quarter.

Note: The summer is divided into Summer A and Summer B. More communication about summer employment will be given via an email from the Office of Student Employment at SPU each year.

Summer Savings Requirement

The State of Washington expects Summer SWS student employees enrolled less than half-time during summer sessions to put 40% of their earnings towards educational expenses for the following academic year. The Office of Student Employment does its best to ensure that the impact is minimal for students. The Office of Student Employment assumes a savings up-front, and for many students this will not reduce their financial aid for the academic year, but some students may see a reduction in their need-based aid. Students will be notified of this when they obtain a Summer Work Referral Form from SPU's Student Financial Services. Any questions regarding this should be directed to the Office of Student Employment.

Additional Summer SWS funds for students

If a student is enrolled half-time or more and their summer class(es) will end before the academic year starts, a SWS student employee may request an additional Work Referral Form from the Student Employment Coordinator. The Student Employment Coordinator will determine additional eligibility for Summer SWS. If approved, the student may then work up to 40 hours per week during the period of non-enrollment, prior to Autumn quarter. The earnings during their non-enrollment period will be subjected to the 40% summer savings requirement.

Posting Jobs/Hiring Students

Prior to recruiting students, and once Job Descriptions have been approved by SPU and the WSAC, approved positions should be entered in SPU JobLink for students to view. New employers can visit <https://spu-csm.symlicity.com/employers> and request login access to the site, and then register as an employer. Once access is granted, the employer will have the ability to post/pull job postings as well as online applications. Most aspects of the hiring process can be managed through the JobLink site. For further instructions detailing how to register and post jobs, refer to the [SPU JobLink Employer Quick Start Guide](#).

State Work Study Timesheets

(See [Appendix D: State Work Study Timesheet](#), [Appendix E: State Work Study Timesheet Student Section](#), [Appendix F: State Work Study Timesheet Employer Section](#), and [Appendix G: Decimal Time Conversion Chart for Recording Partial Hours](#))

Overview

Timesheets provide a record of hours worked as well as wages paid and allows employers to receive reimbursement. Per WSAC regulations, only original timesheets can be accepted. If a student is unable to sign the timesheet (no longer works for your organization, is out of the area, etc.), the student's signature can be left blank as long as a copy of the student's pay stub is included. By accepting that amount of pay, the student is implicitly accepting the hours listed on the timesheet. The timesheet must be signed in ink and dated on or after the last day

worked, by the student and by the person directly responsible for supervising the student's work.

Timesheets can be obtained from SPU's Student Financial Services office. They can also be accessed by clicking [here](#).

Hours worked in the summer should also be recorded on the form at the above link. Summer A, Summer B, and Academic Year pay periods should be recorded on separate timesheets.

Employer Reimbursement

Employer reimbursement rates for each organization category are set by the WSAC; SPU's Office of Student Employment reviews each organization and determines which category they belong to. An employer's approved rate is indicated on their approved Job Description. Currently, the percentages are assigned as follows:

For-profit employers: 40%

Government Agencies/Public Institutions: 60%

Non-Profit Agencies: 70%

STEM Employers: 70%

Note: Reimbursement rates are subject to change by the State.

Employers should pay students directly for gross wages earned, minus any necessary deductions, and then the WSAC will reimburse them the percentage indicated on the approved Job Description(s).

In order to claim reimbursement, timesheets must be submitted within 15 days of the last day of an organization's pay period. Timesheets received after the deadline may not be reimbursed. Timesheets can be mailed to: Seattle Pacific University, Suite 114, 3307 3rd Ave W, Seattle, WA 98119.

Generally, it takes 3-6 weeks from the date the timesheet is submitted to SPU until an employer receives reimbursement. If the timesheet needs correction for any reason, it will delay the reimbursement. It is important to carefully review the timesheet before it is sent to SPU to be sure it is error free. Reimbursements take slightly longer to be processed at the end of the fiscal year.

It is especially important that all June timesheets be submitted to SPU as soon as possible. The state can only make reimbursements for hours worked during the current fiscal year. Please note that June and July hours must be submitted on separate time sheets. To avoid delays, please make sure that time sheets are error-free.

Hiring and Employing Students

It is important that you provide a general orientation and train your new student employee upon hiring them. Also, initiating a conversation with the student regarding his/her educational

goals and working with them to align job duties with specific educational outcomes will benefit the student.

How do I recruit students?

Recruiting good employees can often be difficult. The SWS program allows you to try out potential employees before graduation and train them the way you would like. You can assess the students' performance on a low-cost basis, and then if they are a good fit for your organization, offer them full-time employment upon graduation.

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 school year and look for part-time jobs. In the summer, many students look for full-time work to earn money for school.

How many candidates can I interview before I select one?

You should interview as many as you think necessary until you find the right fit for the job.

Do I have to hire any student referred to me?

No. Select a student employee as you would any other employee. Outline the job requirements, conduct interviews, and hire the student that is the best fit for your organization.

Do I have to hire this student when he or she graduates?

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 Work Study Student employee, 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 employees?

Every student is required to make satisfactory academic progress in school while holding a SWS position. If a student's grades fall or the student drops below half-time enrollment, he or she may be required to stop work. Therefore, the student's work schedule should be flexible enough to accommodate study and exam times.

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, as well as the non-traditional student population that includes 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 employee?

Students may work up to 19 hours per week during enrollment periods. Some students may be available to work up to 40 hours per week during non-enrollment periods (for example, summer term or school breaks). Students can earn varying amounts based on their work study award, as determined by SPU. 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 school. 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 assistance. These students are as skilled and academically capable as students who don't qualify for work study based on their financial status.

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 Work Study procedures into your standard personnel procedures manual. Each time you sign the time sheet to verify hours worked, you are also verifying that the work was performed satisfactorily.

Can I fire a Work Study Student employee 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.

Can a Work Study Student employee be laid-off?

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

What are my responsibilities once the student employee starts work?

As an employer, you are responsible for the following:

- Providing adequate and reasonable supervision and training for the student employee;
- Ensuring that the student employee does not work more than an average of 19 hours per week while in school and no more than 40 hours during breaks;
- Ensuring that total earnings do not exceed the amount for which the student is eligible, that 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 SPU for assistance;
- Notifying the Office of Student Employment of any changes in the student's employment, such as changes in wage rate or job title, promotion, termination, federal ID and/or address;
- Attesting that wages were paid to the student by signing the time sheet; and,
- Following all state and federal employee laws.

Interviewing Students

Effective Interview Techniques

The main purpose of the interview is to determine if the student applicant is capable of filling your employment needs. It also allows the student the opportunity to determine whether he/she feels qualified for and comfortable with the position.

Mastering job interview skills is a major step in a student's progress toward becoming an able and self-assured participant in the world of work. The process of applying for a position and discussing his/her qualifications and skills gives the student experience and confidence.

Tips for Interviewing

Prepare for the interview by reviewing materials you will use (for example the Job Description). The more familiar you are with the Job Description, the more useful the interview will be in selecting a student employee.

Try to create a friendly, comfortable atmosphere. Be aware of body language-both yours and the student's. Emphasize a relaxed, conversational attitude. Use eye contact and smile. Most job applicants are a bit nervous, especially if it is their first job interview. Devoting a few moments to putting the student at ease with "small talk" is often helpful.

Structure the interview to the functions and responsibilities of the job. Be sure you ask the questions necessary to verify that the student has the qualifications needed. Secure some basic information about the student's class schedule and work background.

Have a written copy of the Job Description available for the student to review. This will allow the student to organize his/her thoughts and be prepared to answer the questions posed in the interview and to formulate his/her questions.

After the basic information has been obtained, further questions are often necessary to determine skill level or degrees of talent. Encourage the student to talk by using open-ended questions such as:

- Why are you interested in working for this organization?
- What skills and qualifications do you have that would relate to this position?
- After seeing the Job Description and hearing more information, what interests you about the position? What reservations do you have?
- What questions do you have about the job and its responsibilities?

Explain the useful and necessary role of the position within the organization, emphasizing that the student will be considered an integral part of the staff. It is appropriate to give information about the organization, standards expected, and the supervisory style. Be clear about expectations and ask the student for response, questions, or comments.

Be sure the student understands the next step in the selection process. Be sure to contact all student applicants in a timely manner regarding your hiring decision.

Student Employee Orientation

A thorough and well-planned orientation allows the new student employee to become familiar with the activities of the work place and to more quickly feel like an integral part of the staff. The following recommendations are helpful:

Be sure that there is a Job Description on file with the Office of Student Employment and WSAC for the job position they will be working.

Review a copy of the Job Description. Explain the student's general work assignment and regular duties.

Explain the operation, purpose and goals of the organization and specify the student's role in accomplishing the goals.

Introduce the student to other staff members, including other student employees.

Provide a tour of the physical surroundings of the office. Be sure to point out the nearest restroom and break room.

Show the student his/her work area and make sure it is well stocked with supplies.

Establish the basic conditions of employment. For example, hourly wage, work schedule, and attendance requirements. (Who does the student contact in case of absence or tardiness?)

Explain office procedures and policies concerning breaks, use of the telephone or office equipment for personal business, access to office coffee and kitchen facilities, etc.

Provide guidance to the student regarding appropriate dress for the organization.

Explain how to use the phone system including how to transfer calls, put a call on hold, proper telephone etiquette.

Explain how to use the organization's fax machine and copy machine. Show the student how mail is handled in the organization.

Explain how to use any specific equipment in your organization.

Discuss responsibility for finding a substitute if the student is not able to report to work on a particular day (if applicable to your organization).

Once the student has begun working, it is important that the supervisor lay the groundwork for a successful working relationship by communicating clear expectations. The supervisor should provide adequate training for the student. Most new employees initially require one-on-one

training. As the student gains skills and confidence in the job, the need for continued close supervision might be reduced.

It is also important for the supervisor to be generous in giving the student feedback, praising the student for what he/she does well, and redirecting the student when necessary.

Motivating Student Employees

Recognize the student as an individual. A supervisor has a responsibility to see the student employee as a unique and valuable person.

Inform students of the relationship between their work, the role it plays in the organization and the community, and how it relates to their academic work. Share with them about the role it can play in their future work.

Help the students train for future work and career goals. Help them acquire skills that will make them more marketable later on. What is the student's major? Try to give them responsibility for projects that relate to their course of study. Give them clearly defined goals and the freedom to achieve them in their own way.

Offer constant informal feedback in addition to periodic performance evaluations. Student employees need to know that they are on the right track and are performing up to your standards. They also need to know the areas that need improvement.

Mix up the workload for student employees. Don't overload them with "grunt work" only. It's a strong temptation to assign all low-level work to student employees, but please don't, as the purpose of the State Work Study program is to allow students to grow professionally. Find out what specialized skills and talents they have and help them further expand these skills. Recognize that student employees are an invaluable resource for innovative and creative ideas for change and improvement.

Be prepared to increase responsibilities to match the growing abilities of each student employee. Try to provide some job duties that will have "resume value."

Treat student employees as a vital part of the department. When they are hired, be sure to introduce them to the other staff members. Include them in office celebrations, recognize their birthdays, a job well done, etc.

Ten Ways to Help Student Employees

1. **Be an Example.** Model strong work habits through efficient, dedicated work practices. Let your own approach to daily work be an example from which students can learn.

2. **Be Flexible.** Understand that student employees are students first and employees second. Though it is important to have high standards on the job, it is also important to be flexible in accommodating academic obligations.
3. **Communicate Expectations.** Communicate the job standards and expectations to your student employees. One can't assume that these are self-evident to the student, even though they may seem obvious to you.
4. **Give Feedback Frequently.** Provide consistent and appropriate feedback to your student employees. Student employees, like all employees, benefit from feedback on job performance, providing it is communicated with a positive spirit.
5. **Be Fair.** Supervisors who are too lenient are not doing students any favors. Campus jobs are real jobs. Treat student employees as you would like to be treated in a given situation.
6. **Train! Train! Train!** Take time to train your students in important work skills, attitudes and habits, such as perseverance, time management, phone skills, quality customer service practices, handling difficult situations. This is the "common sense" from which success is made.
7. **Be a Team Player.** As a team leader, develop and nurture the unique contributions of each team member.
8. **Give Recognition.** When you see a student employee "going the extra mile" acknowledge this in front of other staff and peers. People need to feel appreciated.
9. **Share the Vision.** Have regular staff meetings with your student employees and inform them how their work fits into a larger purpose of the organization. Remember, purposeful work is meaningful work.
10. **Be an Educator.** To the degree that we each contribute to the lives of others, we are all educators. Consider how you can contribute to the education of your student employees.

Further Resources

[SPU Student Employment Documents](#)

[WSAC State Work Study Page](#)

[WSAC State Work Study Employer Information](#)

[State Work Study Employer Handbook](#)

[State Work Study Student Handbook](#)

Appendix

Appendix A: State Work Study Job Description

WASHINGTON STATE WORK STUDY PROGRAM JOB DESCRIPTION

Instructions for completing the job description are on the reverse side.

1. Job Title:

2. Pay Range: to 3. Start Date
Minimum Maximum Month / Day / Year

4. Job Description: *(Give a concise, but complete description of duties)*

5. Educational Benefits to be Derived by Students in this Job:

6. Minimum Qualifications:

Employer Name Employer Identification Number (EDN) Suffix

Address City State Zip

Supervisor's Signature Supervisor's Name

Date Phone Number

FOR COLLEGE USE ONLY

Signature of Student Employment Administrator Name of College Institution Code

Reimbursement Percent Job Classification Code Position Number

FOR COUNCIL USE ONLY

Signature of Student Achievement Council Date

Appendix B: State Work Study Work Referral Form

Note: Summer Work Referral Forms look a little different than the Academic Year Work Referral Form below



SEATTLE PACIFIC UNIVERSITY
Office of Student Employment
(206) 281-2047

OFFICE USE ONLY	
ROAENRL (credits)	RSISTDN (Maj/Min)
ERRAAREQ (Reqmts)	RPAAWRD (WA)
Position #	Date Complete

2014-15 ACADEMIC YEAR STATE WORK STUDY WORK REFERRAL

STATE WORK STUDY AWARD INFORMATION

_____ has a work study award of \$_____ and is eligible to work on the State Work Study program from September 29, 2014 through June 11, 2015.

Student Financial Services Coordinator

Date

STUDENT INFORMATION

SSN*:

E-Mail:

*SWS program participants must use their Social Security Number on SWS Forms (Work Referral and Timesheets).

Current Address:

Phone #:

Student Signature

Date

IMPORTANT: Your signature indicates you have read the back of this form and are in compliance with State Work Study requirements. You will not be allowed to work until these requirements are met.

EMPLOYER INFORMATION

Employer:

Federal ID#:

E-Mail:

Phone #:

Student's Job Title (must match an approved SWS Job Description):

Starting Date:

Hourly Wage:

Supervisor Signature

Supervisor (Please Print)

Date

IMPORTANT: Your signature indicates you have read the back of this form and are in compliance with State Work Study requirements. You will only be reimbursed if all requirements are met.

Please make a copy for your records.

Submit completed work referral form and SWS timesheets to:
Seattle Pacific University, Suite 114
3307 3rd Ave. W., Seattle WA 98119.

Appendix C: Employer Information Change Request Form

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 \$	_____
	Minimum		Maximum
Effective:	_____	/	_____
	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

Appendix D: State Work Study Timesheet

WASHINGTON STATE WORK STUDY PROGRAM

TIME SHEET

<u>STUDENT SECTION</u>	<u>EMPLOYER SECTION</u>
1. Last Name, First Name	Verify the information in the <u>Student Section</u> . Type, or print in ink, all items requested in this section.
2. Social Security Number	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.
3. Name of College	You should receive reimbursement from the Student Achievement Council within three to six weeks. An incorrect or blank item may delay reimbursement.
4. Job Title	
5. First day hours were worked: Month / Day / Year	11. Hourly rate of pay: \$
6. Last day hours were worked: Month / Day / Year	12. Gross compensation: \$
7. Record of actual hours worked:	13. FICA: \$ (Social Security & Medicare)
01 16	14. Other deductions: \$
02 17	15. Net earnings: \$
03 18	16. Name of Business or Organization
04 19	17. Employer Identification Number (EIN) Suffix
05 20	"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."
06 21	18. Supervisor's Signature
07 22	 Supervisor's Name
08 23	19. Date Signed (on or after student's last day worked)
09 24	
10 25	
11 26	
12 27	
13 28	
14 29	
15 30	
31	
8. Total hours worked: 0.00	
"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."	
9. Student's Signature	
10. Date Signed (on or after last day worked)	
	<u>COLLEGE SECTION</u>
	20. Date received by college:
	21. Authorized by:
	22. Institution code:
	23. Position number:
	24. Reimbursement rate:
	25. Reimbursement amount: \$

Appendix E: State Work Study Timesheet Student Section

STUDENT SECTION	
1.	 Last Name, First Name
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:
01	
02	
03	
04	
05	
06	
07	
08	
09	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
8.	Total hours worked: 0.00 "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."
9.	 Student's Signature
10.	 Date Signed (on or after last day worked)

Make sure the Job Title listed is identical to what you listed on their Job Description & on their Work Referral Form

Check that lines 5 and 6 match dates for which hours are listed in line 7

Please use the Decimal Time Conversion chart for filling out hours here (See [Appendix G: Decimal Time Conversion Chart for Recording Partial Hours](#))

Verify that the student's signature is in ink

Check that the student dated the timesheet on or after the last day hours were recorded

Appendix F: State Work Study Timesheet Employer Section

<u>EMPLOYER SECTION</u>	
Verify the information in the <u>Student Section</u>. 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.	
11. Hourly rate of pay:	\$ _____
12. Gross compensation:	\$ _____
13. FICA: (Social Security & Medicare)	\$ _____
14. Other deductions:	\$ _____
15. Net earnings:	\$ _____
16.	_____
	Name of Business or Organization
17.	_____
	Employer Identification Number (EIN) Suffix
"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."	
18.	_____
	Supervisor's Signature

	Supervisor's Name
19.	_____
	Date Signed (<i>on or after student's last day worked</i>)

Verify that the hourly rate of pay entered here matches the student's Work Referral Form, and multiply this by hours worked to find the Gross Compensation

Please sign in ink, write your name, and date it on or after the last day hours were recorded

Appendix G: Decimal Time Conversion Chart for Recording Partial Hours

Decimal Time Conversion Chart	
5 min =	.10 hours
10 min =	.20 hours
15 min =	.25 hours
20 min =	.30 hours
25 min =	.40 hours
30 min =	.50 hours
35 min =	.60 hours
40 min =	.70 hours
45 min =	.75 hours
50 min =	.85 hours
55 min =	.90 hours