

Federal Work-Study Program Instructions

Work-Study Program Contact
Sylvia Cain, Work-Study Coordinator
Phone: 702-7041

Fall 2006-2007 Work-Study Program

Fall federal Work-Study assignments end on 06/02/07. The chart below explains what departments should do if a Work-Study student's employment extends beyond 06/02/07.

Item	Considerations	Department Actions
Terminating a Work-Study Assignment * * (applies to students either graduating or permanently leaving the University)	<ul style="list-style-type: none"> o For work-study assignments going <u>beyond 06/02/07</u>, departments provide 100% of a student's pay. (See "Department Actions" for procedures.) 	For students working in your department <u>beyond 06/02/07</u> , make the following notations on the most recent Personnel Action Form (PAF): <ul style="list-style-type: none"> o change the "Earnings Code" from "WRD" to "RPD"; o use "Effective Date" <u>06/03/07</u>; o use an "Assignment End Date" <u>no later than 09/22/07</u>; o change the "Student Indicator" to "U" ("Unregistered") if the student is not registered for classes during the summer; and o route the PAF to the Work-Study Office, Ingleside Hall, Room 202 <u>for receipt by 05/18/07</u>.

SUMMER 2007 WORK-STUDY PROGRAM - PLANNING FOR THE SUMMER PROGRAM

The chart below outlines the process of hiring a Work-Study student for the Summer Quarter. Summer Federal Work-Study begins 06/17/07 and ends 08/25/07.

The Federal Work-Study Program pays 75% of students' pay; the department pays 25% of students' pay. The department is assessed **100% of Benefit charges** for unregistered Work-Study students during Summer Quarter.

Important: The workweek for *registered* students should *not exceed 19.5 hours*; workweek for *unregistered* students should *not exceed 40 hours*.

Item	Considerations	Department Actions
Hiring Summer Work-Study Students	Deadline: <u>05/11/07</u>	<ul style="list-style-type: none"> o Submit a Student Requisition (UPP #160) and job description to the Work-Study Office, Ingleside 202. <ul style="list-style-type: none"> o for requisitions with no changes (posted within past two years), contact Sylvia Cain with the requisition number o for requisitions with changes, submit a Student Requisition (UPP#160) only

Item	Considerations	Department Actions
Work-Study Employment Form	Students eligible for Work-Study must have a pre-printed Work-Study Employment Form to seek a Work-Study position. See printing instructions in "Department Actions" box	<p>Printing the Work-Study Employment Form</p> <ul style="list-style-type: none"> ○ Students: visit cmore.uchicago.edu to access the form; ○ Hiring managers/administrators: <ol style="list-style-type: none"> 1. visit https://hr.uchicago.edu/workstudy/authenticate.phtml; 2. log in with your CNetID and password; 3. enter the student's CNetID; 4. complete all sections of the form <u>online</u>; handwritten documents are no longer accepted; 5. <u>print</u> the document, <u>obtain</u> appropriate authorized signature(s), and <u>attach</u> I-9 and tax forms; 6. obtain student and hiring manager's signature on top of form; <u>signatures express the intent of the student and hiring manager to abide by the conditions of the program</u>; and 7. route the printed form and attachments through department/division approval process, if appropriate; 8. deliver to Student Operations, Ingleside Hall, Room 202. <p>Your office will receive a Personnel Action Form confirming the student's appointment with your department.</p> <p>Note: Review the PAF for accuracy; notify Student Operations (702-7041) immediately with any discrepancies.</p>

CHANGE TO STUDENT STATUS

This year, *active student-employees** will be automatically converted to "Unregistered" status, effective **06/17/07** (for Biweekly) **and 07/01/07** (for Monthly). PAFs for this automatic update can be retrieved on 06/25/07 from Ingleside Hall.
Note: This update will **not** apply to Research Assistants Type B.

* See the exception (Maintaining Registered Student Status) below.

Item	Considerations	Department Actions
Maintaining Registered Student Status	Deadline: <u>06/27/07</u> (noon)	<ul style="list-style-type: none"> ○ Submit an updated PAF to UHRM – Wage and Salary Administration if a student will remain in "Registered" status for the Summer Quarter, ○ No Benefit deduction should occur