

Federal Work-Study Program Instructions

Work-Study Program Contact
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SUMMER WORK-STUDY PROGRAM – TERMINATING SUMMER JOBS

Summer federal Work-Study assignments must end by 08/25/07. The chart below explains what departments should do if a Work-Study student's employment extends beyond 08/25/07.

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"> ○ For work-study assignments going <u>beyond 08/25/07</u>, departments provide 100% of a student's pay. (See "Department Actions" for procedures.) ○ The Payroll Office will not accept late time cards after the 08/25/07 pay period. 	<p>For students working in your department <u>beyond 08/25/07</u>, make the following notations on the most recent Personnel Action Form (PAF):</p> <ul style="list-style-type: none"> ○ change the "Earnings Code" from "WRD" to "RPD"; ○ use "Effective Date" <u>08/26/07</u>; ○ use an "Assignment End Date" <u>no later than 06/14/08</u>; and ○ route the PAF to the Work-Study Office, Ingleside Hall, Room 201 <u>for receipt by 08/24/07</u>.

FALL WORK-STUDY PROGRAM - PLANNING FOR THE 2007-2008 PROGRAM

The chart below outlines the process of hiring a Work-Study student for the Academic year. The Federal Work-Study Program begins 09/24/07 and ends 06/14/08.

The Federal Work-Study Program pays 75% of students' pay; the department pays 25% of students' pay.

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 Fall Work-Study Students	Deadline: <u>08/24/07</u>	<ul style="list-style-type: none"> ○ Submit a Student Requisition (UPP #160) and job description to the Work-Study Office, Ingleside 201. <ul style="list-style-type: none"> ○ for requisitions with no changes (posted within past two years), contact Leticia Green at letecia@uchicago.edu with the requisition number and the job start date – the position will be reposted; or ○ for requisitions with changes, submit a new Student Requisition (UPP#160) and a job description to the Work-Study Office, Ingleside Hall, Room 201.

Note: All job listings will be posted for 60 days. If you wish to remove the listing before this time or wish for the position to be posted for more than 60 days, contact the Work-Study Office.