



Work-Study at WSU

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Spring 2018

Special points of interest:

- New work-study team members
- Overview of Work-Study Committee Meeting.
- HRS and Work-Study Employee classification and compensation
- SFS Partner Portal update and Access
- Handshake
- DACA

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Looking Forward

Greetings from the SFS work-study team!

It's that time where we start thinking about Work-Study for next year! As we are gearing up to launch next year's budget and alert our students of who is eligible for a Work-Study job in 2018-2019, we wanted to reach out to each of our employers with our first edition of our bi-annual newsletter. We have a few exciting changes to announce, as well as a few reminders and helpful resources you may find useful going in to the 2018-2019 AY.

First of all, I would like to introduce myself, and my colleague

Michelle Ely. Michelle is our Fiscal Analyst at SFS, and I am a Financial Aid Advisor specializing in work-study, study abroad, and consortium agreements. Michelle hails from the Academic Success and Career Center, and I moved from the Graduate School's Student Services office. Some of you may already know us from our previous positions or have already worked with us in our current positions. If you do not know us yet, and we are pretty sure you will get to know us soon



Dorothea Moore, SFS Advisor



Michelle Ely, Fiscal Analyst

enough, we look forward to working with everyone in the

SFS Campus Partner Conference

On June 12th, SFS will host the third annual Campus Partner Conference from 12:00 to 4:00 PM at the CUE. Among other financial aid topics, We will be hosting two sessions specifically addressing

work study. More information regarding time should be coming soon. If you would like more information regarding how work-study is facilitated, please mark your calendars for

June 12th, and we look forward to seeing you there!



Work-Study Advisory Committee

On March 13th we met with the Work-Study Advisory Committee to discuss the upcoming year and shared a few exciting updates. Student Financial Services provided an overview of the work-study awarding process, introduced the new SFS work-study staff, and shared the back-end enhancements we hope will make the processes even smoother. We presented on updates to the SFS partner portal, including a work-study page on the Partner Portal home page, (please see article

below for more information) and the earlier timeline for this upcoming aid year.

One of the topics discussed during the meeting included ideas for reshaping the work-study waitlist. We are hoping that if we keep wait lists short, for example, if departments can only submit 5 or so students to a waitlist, we may be able to make work-study waitlist funding more equitable.

We also discussed who receives waitlist funding. For all who

did not attend, **it is important to note that due to limited work-study funds, we were not able to fund any students on the wait-list this year.**

We understand that with budget cuts, work-study is more crucial than ever. We will continue to review our processes in hopes of improving equity.

Thank you to all of our Work-Study Advisory Committee members for your service!

A New and Improved Timeline

To reduce the pressure on students and departments in the fall semester, we decided to start the work-study process early. This way, students and employers have more time for the hiring process. AFO's were notified of their allotments in March, and the deadline for feedback was April 2nd, 2018.

April 16th was a big date in the work-study world this year, as the WSAF was opened, departments were notified of their individual allotments by this date, and students were notified of their eligibility the week of April 16th. We will continue to notify students of their

eligibility as the verification process still continues in our department for 18-19. SFS began awarding students work-study for the 18-19 school year April 26th. Please don't forget that Fall TEMPS positions can't be entered until August 16th, and that the WSAF still closes October 1st!

New Partner Portal Features!

We're excited to announce that we have added a work-study information section on the main Partner Portal landing page. While it is not yet finished, this page does currently contain FAQ's, a page outlining work-study employer step-by-step instructions, and

a page hosting a yearly timeline. The completed pages will also host a section for our bi-annual newsletter, and a how-to video explaining the WSAF entering process.

Feel free to check it out!

<https://sfspartners.wsu.edu/>



An Introduction to Handshake

Handshake is WSU's new employment and career resource for students and alumni. Employers can now post positions to the entire WSU population, as well as set up interview schedules, and peruse applications in an easy-to-use process. As a networking tool, Handshake allows employers to peruse student profiles directly to find the ideal candidate and provides opportunities for



handshake

employers to take part in on-campus events. WSU uses Handshake to track job and work-study opportunities for students. This data is used to understand the number of positions we offer as an institution and help us maintain a competitive job market for our students.

Many work-study employers choose to use word-of-mouth to find applicants. We understand the need to secure workers who will have the work-ethic and

dedication a position requires. We are extending an offer to all AFO's to post their contact information on our website as a location for students to find departmental contacts for word-of-mouth positions. If you are interested, please let us know.

If you are looking to promote an event, a job, or search for qualified job applicants, Handshake is your tool to reach the largest number of WSU students. please feel free to direct any questions to Tyler Barstow at tyler.barstow@wsu.edu

Show me the Money! How Students Receive Their Award

Every year we have students ask us why their work-study money hasn't disbursed to their account with the rest of their financial aid. While students receive a work-study award placeholder in their student account, students must first earn the money before it is distributed to

them. In some cases, this means that even though they were awarded \$2,000 in work-study for the semester, because they only worked X amount of hours, they only received \$1,500 of the award. Employers must also remember that work-study money will never be placed in the department's

hands, but the money will be drawn from the work-study pool come payday. This is why it is important to enter the student in TEMPS before the student starts work. Otherwise, the department is responsible for the student's pay.

Student Worker Classification and Compensation

It is important to make sure that when entering positions in TEMPS that work-study students' Title, position, and salary match with HR's classification and compensation plans for Temporary and Student employees. You can find HR's

current schedules via the following links: **2018 Student Employee Classification and Compensation Plan: [Student Employment Classification / Compensation Plan \(Effective January 1, 2018\)](#)**,



Work Study Allocations

Work study is allocated to departments based off the average amount of work study students the department has employed for the past five years, and the average amount of money the department has requested each student be awarded in work-study. We do not base this allocation of what has actually been used.

It is important to remember that allocations are figurative numbers, and the total amount allocated exceeds the actual amount of money we receive

from the state and federal government by at least \$500,000. We over award to allow for attrition.

Allocations are a way for the work-study coordinator to ensure that work-study students are distributed more equitably among departments. Submitting a WSAF places an award placeholder on a student's financial aid package. Work study money isn't drawn from the work-study accounts until the student's appointment has been entered in TEMPS, and

the student is paid. Department allocations are void after October 1st. Whatever was awarded to students via the WSAF is what the department actually has to work with, not the initial allocation. Please remember a work-study award belongs to the student, and the student can use the award with a different department if they leave their job within your department.



State vs. Federal Work-Study

We prefer departments not ask students if they are state or federal work-study eligible when hiring as students generally do not know this information. Non-resident and students employed in community service positions are awarded federal work-study. In state students are awarded state work study

until it runs out, and then are awarded federal work-study. Students with DACA status can only be awarded state work-study. If you need assistance regarding what work-study your employees are using after work-study has been awarded, feel free to contact us!



Work-Study and DACA

When a student notes that they are DACA eligible on their WASFA, we are only required to verify this information one time during a student's continuous enrollment period. It is up to YOU, the employer, to verify if your student employee utilizing DACA has an up-to-date DACA status. All students with DACA status are only eligible for state work-study, as they cannot be placed on Federal funds.



Thanks for supporting our DACA students!

Departmental Personnel Changes and SFS Partner Portal

Earlier this spring we obtained a list of every person who currently had access to the work-study portion of the Partner Portal. There were approximately 550 people with access, and about a third were no longer in WSU's active directory, either due to leaving WSU, or to the email migration. Unfortunately, there is no way to track departmental changes, and WSU's directory isn't always the most up-to-date. We would appreciate being notified when

personnel either leaves WSU or changes departments, or if you email was effected by the migration. This will allow for ease of tracking work-study use averages within departments, and will help us keep our Partner Portal up-to-date. Both employees and supervisors are encouraged to alert us when an employee with Partner Portal access leaves the University or changes departments.

All requests, either for removal

of access, or for obtaining access, should be sent to sfs.workstudy@wsu.edu.

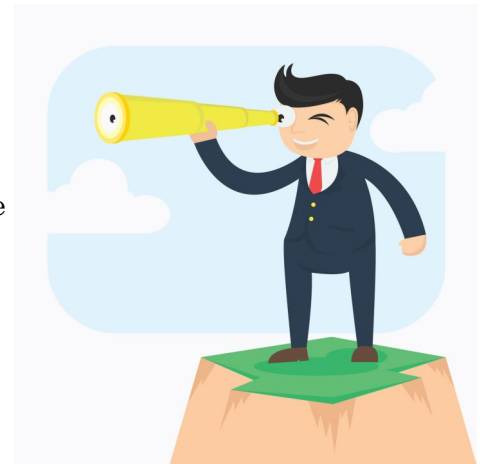


Looking Forward

We are excited to start this next work-study season! Our goals this year include:

1. The continual improvement of the work-study process
2. To assist in the comprehension of how the work-study process is facilitated by providing two
3. To increase the communication between our department and those to whom we provide work study services.

in-depth sessions regarding work-study at our partner conference in June



Questions? We'd love to hear from you!

Contact us: Email: sfs.workstudy@wsu.edu **Phone:** 509-335-9732

Please note the above phone is for **WSU staff only**, students are welcome to call us at **509-335-9711**

Regards,

Dorothea Moore, Work-Study Coordinator,
& SFS Work-Study Team

