# Introduction

### What is Work-study?

Work-study is a form of financial aid that allows students to obtain part-time student employment. Work-study student employment provides a part-time assignment, with a maximum of 19 hours a week and a bi-monthly salary for the students.

### Who qualifies?

All financial aid eligible degree seeking students can receive Work-study funds. Graduate students qualify for Work-study Grant too, not just student loans.

### What Types of Jobs Qualify?

Most student employment job can be funded through Work-study funds.

### For example:
Office assistants
Teaching assistants
Marketing assistants
Assistantships

# Work-study Program Requirements

| | |
|---|---|
| **Apply** | Complete a FAFSA/TASFA and any financial aid requirements |
| **Academic Standing** | • Meet financial aid GPA requirements<br>• Pass attempted courses<br>• Not exceed Maximum Time Limit<br><br>*Requirements vary based on classification, please visit utrgv.edu/work-study* |
| **Enrollment** | **Federal & Institutional Work-study:** Enrolled for duration of employment<br>**State Work-study:** Enrolled 6 credit hours minimum |
| **Citizenship** | Must be a Permanent Resident or U.S. Citizen, or valid Employment Authorization (International students are not elegible) |
| **Financial Need** | Demonstrate financial need based on FASFA/TASFA |

*Non-degree seeking students are ineligible for Work-study.

# Work-study Program Student Award

Supervisor can check if a student has a work-study award by checking the supervisor portal. To access the Work-study Supervisor Portal, you will need to have access to Handshake. If you do not have access, please contact us at workstudy@utrgv.edu.

If they are not eligible or do not have an award, then no information will show. If they are eligible, then the award information will generate. If they are not eligible or do not have an award, then no information will show.

Supervisor can also ask their students if they have a work-study award.

Eligible students may already have a work-study award on their student ASSIST account. You can ask them to bring a copy of their award during their interview or request it as an additional document on your Handshake job posting.

# Work-study Awards

| | Undergraduate | Graduate | Graduate Assistantships |
|---|---|---|---|
| Fall | Up to $3,000 | Up to $4,000 | $5000 max |
| Spring | Up to $3,000 | Up to$4,000 | $6250 max |
| Summer 1 | $812 | $812 | *Awards vary |
| Summer 2 | $1,738 | $1,738 | *Awards vary |
| Summer 1 & 2 | $2,550 | $2,550 | *Awards vary |

Awards may change at any time due to: students' enrollment, receiving other additional aid, is graduating, or other factors change student's overall financial aid eligibility.
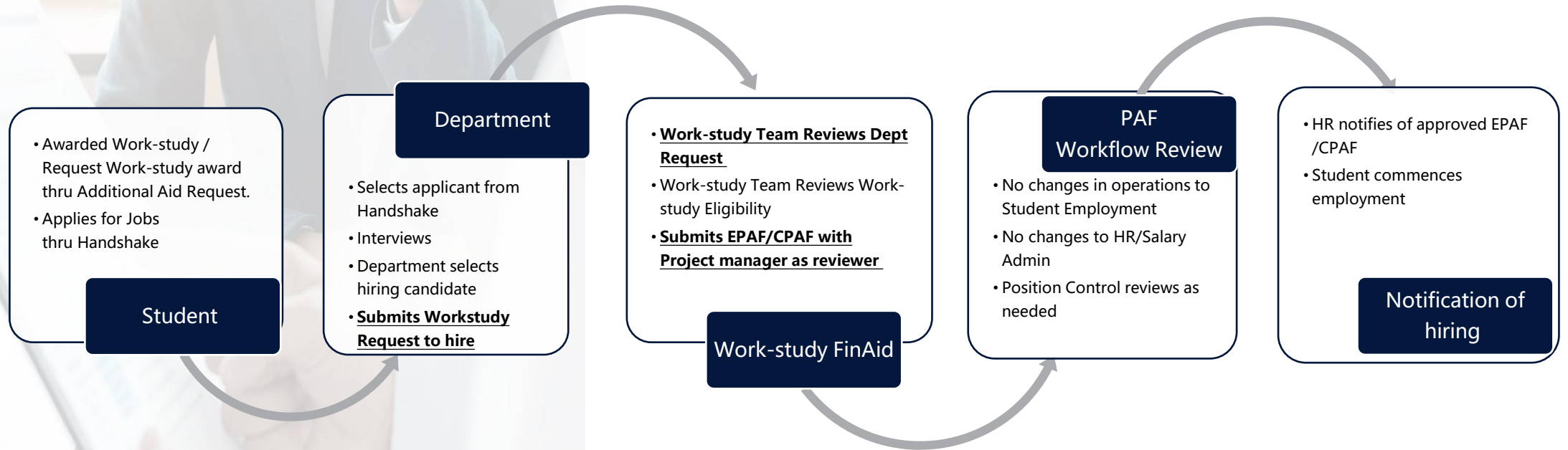
# Eligible Semesters

| Semester | Hiring Period |
|---|---|
| Fall | 09/01/YY to 12/31/YY |
| Spring | 01/01/YY to 05/31/YY |
| SummerI | 06/01/YY to 06/30/YY |
| SummerII | 07/01/YY to 08/31/YY |

**Enrolled Fall & Spring** (Fall, Spring)

**Enrolled summer I** (SummerI)

**Enrolled summer II** (SummerII)

*Summer Work-study requires the student be enrolled for the summer sessions they intend to work.

*Students will be granted Work-study only for the session they are enrolled in when applying

# Hiring Processes & Hiring Request

**Student**
- Awarded Work-study / Request Work-study award thru Additional Aid Request.
- Applies for Jobs thru Handshake

**Department**
- Selects applicant from Handshake
- Interviews
- Department selects hiring candidate
- **Submits Workstudy Request to hire**

**Work-study FinAid**
- **Work-study Team Reviews Dept Request**
- Work-study Team Reviews Work-study Eligibility
- **Submits EPAF/CPAF with Project manager as reviewer**

**PAF Workflow Review**
- No changes in operations to Student Employment
- No changes to HR/Salary Admin
- Position Control reviews as needed

**Notification of hiring**
- HR notifies of approved EPAF /CPAF
- Student commences employment

# Hiring Processes & Procedures

Financial Aid Work-study program will cover 100% of the student's award.

Awards are determined by the Financial Aid Office based on student eligibility and funding availability.

Pay Rates are determined by department using PayScale provided by Student Employment.

Weekly hours must be 19hrs or less.

# Work-Study Award and Fund Exhaustion

Student employees may work up to 19 hours per week every week, however the work-study award will be exhausted. Once work-study award is exhausted, continued employment will need to be converted to Direct Wage.

Please note Work-Study funding is limited, and once funds are exhausted, student employees may still be hired as Direct Wage.

For additional information, regarding Direct Wage employment, please contact your designated Student Employment Coordinator or visit the Student Employment website.

# Supervisor Responsibilities
## Monitoring Students Hours

Work-study awards are meant to last for the student's entire employment.

Students should not work more than the work-study award or earn the entire award in one semester.

Keep in mind that by exceeding work study award may adversely affect other financial aid awards.

Awards may change after an approved assignment if there is a change in the student's enrollment or overall financial aid budget.

Awards can be monitored through the Supervisor Earnings Tracker found on the Work-study page.

Supervisor will need to approve timecards through Peoplesoft. Timecards must be approved by 5pm of the due date.

# Work-study Adjustments

If adjustments or cancelation/reductions of a student's Work-Study Award is necessary, the Work-Study Coordinator or a representative of the Work-Study Office will contact the supervisor and the student to inform them of the change.
**Reasons for cancellation include, but are not limited to**:

**Student dropping below enrollment requirement.**

**Other Financial Aid being offered**

**Student's current Financial Aid award package exceeds current educational financial need.**

**Student has already worked enough hours to complete their Work-Study Award.**

**Financial Aid status changed causing student to become ineligible.**

**Student not complying with UTRGV's Satisfactory Academic Progress Policy**

# End of Semester & Resignations

Graduating students are eligible to work until the Official last day of the term for the semester they are graduating.

Any earnings beyond the official last day of the term will result in the hiring department being charged.

If a student resigns from a position or transfers to another department, submit a Separation/Termination on the UTRGV SharePoint.