Supervisor Guide for Work-Study Students

2016-17

The Career Development Center and Student Employment   3

The Career Development Center and Student Employment

Our mission is to provide students opportunities for on campus employment in part-time positions which match their interests and skills and which may help them grow personally and professionally.

What is Federal Work-Study?

Federal Work-Study (FWS) is a program of financial assistance for eligible students that is jointly-funded by federal and departmental contributions. It allows students to work to earn a portion of their college expenses.

The Financial Aid Office

The Financial Aid Office (FAO) determines student eligibility for the FWS program once the student completes the Financial Aid Application Process. For the Academic Year 2016-17, freshmen are awarded $1350 and upper-class students are awarded $2500.

FR Award: $1350
UC Award: $2500

Why Hire Work-Study Students?

The FWS Program offers departments the ability to hire qualified students at low cost. FWS students can provide valuable work support at lower cost due to **cost-sharing.** Participating departments only pay 25% of the FWS earnings of each FWS student hired, funds allocated to Caltech from the Department of Education pay the remaining 75% of the wages. For most students, the maximum FWS award for the academic year is $2500; therefore, the maximum a department would need to provide is $625 per student.

The 25% departmental cost share **may not come from a federally-funded account, unless that particular account has the authority to pay student wages.** For example, funds from programs sponsored by federal agencies (such as the National Science Foundation or the National Institutes of Health) may be used to pay the nonfederal share (the 25% portion of the earnings), as long as the programs have the authority to pay student wages. The hiring department should contact the appropriate federal agency to see if the program in question does have this authority.

How to Post Jobs Online

For each job posting you will need to provide:

- Job Title

- Estimated Hours per Week

- Wages: Contact [Caltech Human Resources](#) for guidelines.

- Job Description: List in detail the duties and responsibilities assigned to the specific position.

- Qualifications: List all qualifications both required and preferred for the position. Be certain to note which are "required" and which are "preferred."

- Application Instructions: Be specific about how you want students to apply.

Step 1: Begin by navigating to the Career Development Center website at **http://www.career.caltech.edu/** and click on TECHERlink

Welcome to the CDC

Career Development Center

TECHERlink

Check out our online recruiting system
to search for jobs, view events and much
more!

Step 2: Click on Employer login.

Employers

EMPLOYER login

TECHERlink gives employers the opportunity to post job opportunities to over 2,000
current undergraduate and graduate students, as well as alumni and post doctoral staff. In
addition to these job posting capabilities, employers may request information sessions as
well as register for our fall and winter career fairs.

If you already have a username and password, you may type those in their designated boxes and click GO. If this is your first time using TECHERlink,
you will need to register and can do so by clicking **Register**.

If you have already registered for TECHERlink, please continue on to Step 4

Step 3: Once you have clicked on **Register as a New Employer**, you will be taken to the registration page you see below. Be sure to designate yourself as a Caltech Employer by selecting YES for the question seen below (yellow arrow). Additionally, please be sure to use your Caltech.edu e-mail address, as this helps our office to track Caltech Employers in our system.


Once you have completed this registration, the Career Development Center will send you a username and password via e-mail within 24 hours.

Step 4: When you have logged into the TECHERlink system, click on the Jobs tab from the top navigation menu (yellow arrow).

Step 5: After clicking into the Jobs tab, you will automatically be taken to the Job Postings (non-ocr) sub-tab. Click Add New to begin creating your work study job posting (green arrow).
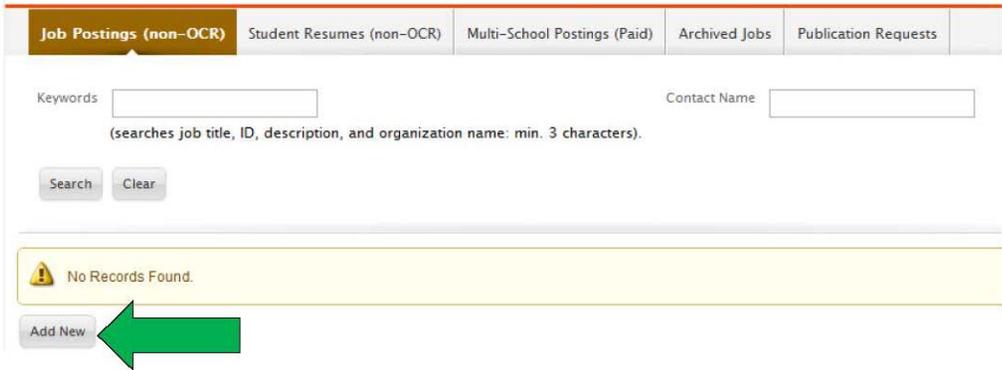
Step 6: When creating your job posting, you must answer YES to the question **Are you a Caltech/On-Campus Employer** (yellow arrow)? Once you select YES, the **Position Type- Work Study** field will appear (green arrow). Be sure to select **Work Study**. This will help to categorize these jobs so that work study eligible students are able to search and qualify for application.

Position Information

Are you a Caltech/On-Campus Employer?*: ○ Yes ○ No

Position Type- Work Study.*: Select Work Study to move foward

Work Study

Step 7: In the job posting form, you will see an option for **Resume Receipt**. Be sure to select **Accumulate Online**, which will collect the student resumes in the TECHERlink system. You may also select to have resumes **E-mailed** to you (purple arrow) and/or **Other**, which will cause a text box to appear where you may add specific application instructions (orange arrow).

Resume Receipt*: We do require that you Accumulate Online in addition to your other choice and will check this option when approving this job posting if it is not selected.

☑ E-mail ☑ Accumulate Online ☑ Other (enter below)

Default email address for resumes: Enter an email address to which submitted non-ocr resumes will be sent if desired.

test@caltech.edu

How to Apply: Fill in this field to show the student information on contacting someone regarding this job in non-OCR situations.

Step 8: You also have the option to add a attachment to your job posting. Click on the Add Item button on the bottom of the job posting form (yellow arrow).

Attachment(s):   Add Item

Submit   Save And Finish Later   Delete   Cancel

Step 9: Continue to complete the job posting, then click **Submit** at the top or bottom of your screen. The Career Development Center will approve your job posting within 24 hours and it will be visible to students for up to 45 days. If after that period of time you would like to re-post your position, you may do so by following the steps above and, once in the job posting form, you are able to copy archived or existing positions. Click submit and your job will be approved and re-posted.

Step 10: Your active job postings will appear under the Job Postings (non-ocr) sub-tab. To view students who have applied for your work study position along with their submitted documents, click on the Student Resumes (non-ocr) sub-tab (yellow arrow). Student names have been blocked in this user guide for confidentiality purposes.

Have questions? Please contact the Career Development Center at 626-395-6361 or
career@caltech.edu

The direct link for TECHERlink is https://caltech-csm.symplicity.com/employers

How to hire work-study students?

Complete the Student Data Sheet [sample provided in the appendix] with the student's and hiring department's information and submit to Human Resources. There's no difference in the hiring process between hiring a student not on financial aid and a work-study student. Follow your department's procedure for student hires. Just make sure under your PTA, the expenditure type for payroll processing is "**Student Wages NB**".

How Work-Study Gets Charged

When a work-study student is hired, the wages are initially charged 100% to the hiring department's PTA. After the payroll process runs for students, it will look to see if the student has a federal work-study award. If the student does, then 75% of the wages earned will be charged to the FWS PTA and the department PTA will receive a 75% credit. On the student's Oracle labor distribution record you will see 100% charged to department PTA then 75% credited to the department PTA, and 75% charged to the FWS PTA. In the final calculation the department only gets charged 25% of the wages for students with a federal work-study award.

The department PTA will get the work-study credit until the student has used up her entire federal work-study award. Once the student has earned her entire work-study award the department PTA will be charged 100% for any earned income above that.

Basic Student Employment Eligibility

Student must be enrolled at least half-time and have a federal work- study award.

Work-Study Earning Periods

For academic year 2016-17, the work-study earning period is from **September 19, 2016** to **June 25, 2017**. Seniors cannot work past Commencement, **June 16, 2017**.

Important Note: Timesheets submitted for work-study students after June 25, 2017, will not receive the FWS credit. Departments will need to pay 100% of the student wages for the hours submitted after that date.

Wages

Contact Caltech Human Resources for guidelines.

Overtime

Overtime is not permitted. During the academic year, students cannot work more than 16 hours a week- no matter how many on-campus jobs they have.

Type of Work Allowed

Any office technical or clerical support work is allowed as well as research or teaching assistantships. However, a student employed in a FWS job and receiving academic credit for that job may not be:

- Paid less than he or she would be if no academic credit were given

- Paid for receiving instruction in a classroom, laboratory, or other academic setting

- Paid unless the employer would normally pay the person for the same job

What you Cannot Do

- FWS students cannot replace regular full-time employees.

- The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any student employed under FWS must be paid for all hours worked.

- In order to avoid personal liability in the case of an injured student, you should not send your FWS students on personal errands.

- FWS positions cannot be used in the construction, operation or maintenance of any part of a building used for religious worship or sectarian instruction.

- Unemployment benefits are not accrued as a result of student employment.

- Students are not eligible for vacation, or holiday pay.

- Students who are paid through Federal Work Study funds cannot be compensated on a salary, commission, or fee arrangement.

- Departments must NOT allow students to work beyond the academic year work dates. **Departments will be responsible for 100% of the earned wages beyond the FWS award.**

- Students are **NEVER** to work during their scheduled class time (**even when a class has been cancelled for that day**). It is the Supervisor's responsibility to ensure this.

- FWS duties can never include supervising other students.

Supervisor Responsibilities

As a supervisor in a higher education setting, it is your responsibility to see that the students' work experience contributes to their education as much as possible. A supervisor should also be alert to the general well being of a student's mental and physical health. If unusual behavior occurs, or a personal or educational concern arises for the student, you may wish to direct them to the appropriate resource on campus, such as the Deans' Office or the Counseling Center.

The following lists some of the supervisor responsibilities for students employed under the Federal Work-Study Program (supervisors are defined as any faculty member or person working at Caltech who is responsible for the student employee and the work accomplished by that student):

- Ensuring that students have a work-study award from the Financial Aid Office.

- **Hours worked cannot be held and paid at a later date or recorded in a pay period other than the one in which they were performed.**

- Supervisors are responsible for monitoring a student's work-study balance so that they do not exceed their award.

- It is the responsibility of the supervisor to terminate employment on time so as to ensure that the student will not work in excess of his/her eligibility. **If the student does exceed the work-study allotment, the department where the hours were worked will be charged for the wages of those hours. The Financial Aid Office can assist departments by providing award used amounts.**

- Establishing a schedule of work hours that will be acceptable to both the student and the department. Remember that your student worker is a student first and try to be flexible and understanding when they need time off for school work.

- A supervisor must develop a complete job description for the position, discuss the description, and present a copy of it to the employee.

- A supervisor must discuss all rules and regulations relating to employees of the department with the student employee.

- A supervisor must inform student employees at the time they are hired if there are clothing requirements for the particular position they will fill for the department.

- Students are allowed rest breaks the same as non-exempt staff if they are scheduled to work for any straight four-hour period.

- Supervisors cannot expect students to work beyond their scheduled time.

- **Supervisors are responsible for seeing that hours listed on the timesheet or in Kronos are accurate, and that the student is in agreement with those hours and both have signed off to that effect.**

- Supervisors are encouraged to maintain timesheets and records of hours worked by each student.

- Work hours must not be accepted for work-study students on financial aid probation until the student has petitioned for reinstatement and the petition has been approved.

Caltech Work-Study

The Caltech Work-Study Program is funded by the Institute to provide part-time employment for international students and others who have demonstrated financial need, but do not qualify for Federal Work-Study. This program is limited to work on campus. The program is designed to parallel the Federal Work-Study program, and the same guidelines apply to its administration, except for the cost-sharing percentages. Students on the Caltech Work-Study program are paid **60%** by financial aid and **40%** by the hiring department.

APPENDIX

STUDENT EMPLOYEE DATA SHEET

☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate

(Freshmen need the Dean's approval to work)

Last Name	First Name		Middle Initial

	UID Number		Mail Code

Gender	Marital Status		Birth Date
☐ Male ☐ Female	☐ Single ☐ Married		

Local Mailing Address		Phone Number

City	State		Zip Code

Email Address

Primary Emergency Contact	Relationship	Contact Phone Number

Ethnicity

☐ Caucasian ☐ Hispanic ☐ African American ☐ Asian/Pacific Islander ☐ American Indian/Alaskan ☐ Other

☐ I am a citizen of the United States.
☐ I am a citizen of the

	Name of Country	Visa Type	Visa Expiration Date

_____   _____
Student Signature   Date

Assignment Information

Start Date: _____   End Date: _____   Supervisor: _____

Organization Name	Organization Code

Are you currently working for any other Campus department(s)?   ☐ Yes   ☐ No

Job Classification

Undergraduate Assignments

☐ B100 - Undergraduate General Work
☐ B300 - Undergraduate Technical Work
☐ B600 - Undergraduate Teaching Assistant
☐ B900 - Student House Waiter
   (House Name:_____)

Graduate Assignments

☐ B200 - Graduate General Work
☐ B400 - Graduate Technical Work
☐ B450 - Graduate Lab Assistant
☐ B500 - Graduate Research Assistant
☐ B700 - Graduate Teaching Assistant

Other Assignments

☐ B250 - Resident Associate

Payroll:

☒ Bi-weekly   ☐ Monthly   ☐ Other

Pay Rate: _____

Regular Schedule: ☐ Yes   ☐ No

Hours/week: _____

PTA: _____
Student non-benefit less than 20 hours per week

Expenditure Type: **Student Wages NB**

Timecard Approver: _____

Division/Department Signature	Extension	Date

Return completed form to Employment Services 153-84