



2025-26 Supervisor Guide for Work-Study Students

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Career Achievement, Leadership and Exploration (CALE)

Our mission is to provide students opportunities for on campus employment in part-time positions which match their interests and skills, and to 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 determines student eligibility for the FWS program once the student completes their financial aid application. For the 2025-26 academic year, students are typically awarded \$2,500 in work-study funds.

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 \$2,500; 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 Hire Work-Study Students

There is no difference in the hiring process between hiring a work-study student and a student who doesn't receive work-study. Follow your department's standard procedure for student hires. Make sure that 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 full rate of wages (100% of what a student earns) is initially charged to the hiring department's PTA. After the payroll process runs, 75% of a work-study student's wages will be charged to the Federal Work-Study PTA; the department PTA will receive a 75% credit at that time. You will be able to see these charges and credits on the student's Oracle labor distribution record. This results in the hiring department only getting charged 25% of the wages of work-study students.

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

Basic Student Employment Eligibility

Students must be enrolled at least half-time (18 credits or more) and have a Federal Work-Study award.

Work-Study Earning Periods

For the 2025-26 academic year, the work-study earning period is from **September 29, 2025 to June 28, 2026**. Seniors cannot work past Commencement, **June 12, 2026**.

Note: Timesheets submitted for work-study students after June 30, 2026, will not receive the FWS credit. Departments will need to pay 100% of the student wages for the hours submitted after that date.

Wages

See Appendix.

Overtime

Students should not work more than 8 hours a day. Students cannot work more than 16 hours a week—no matter how many on-campus jobs a student has.

Type of Work Allowed

Work-study students may perform any office technical or clerical support work, 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 they 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, including their 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](#).

Some of the supervisor responsibilities for students employed under the Federal Work-Study Program are listed below. Supervisors are defined as any person, including a faculty member, 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 to ensure that the student will not work in excess of their 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 the amount of a student's award that has been earned.
- 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 schoolwork.
- 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 verifying the accuracy of a student's timesheet.** That means ensuring that hours listed on the timesheet or in Kronos are accurate, the student is in agreement with those hours, and both supervisor and employee 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 parallels 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.

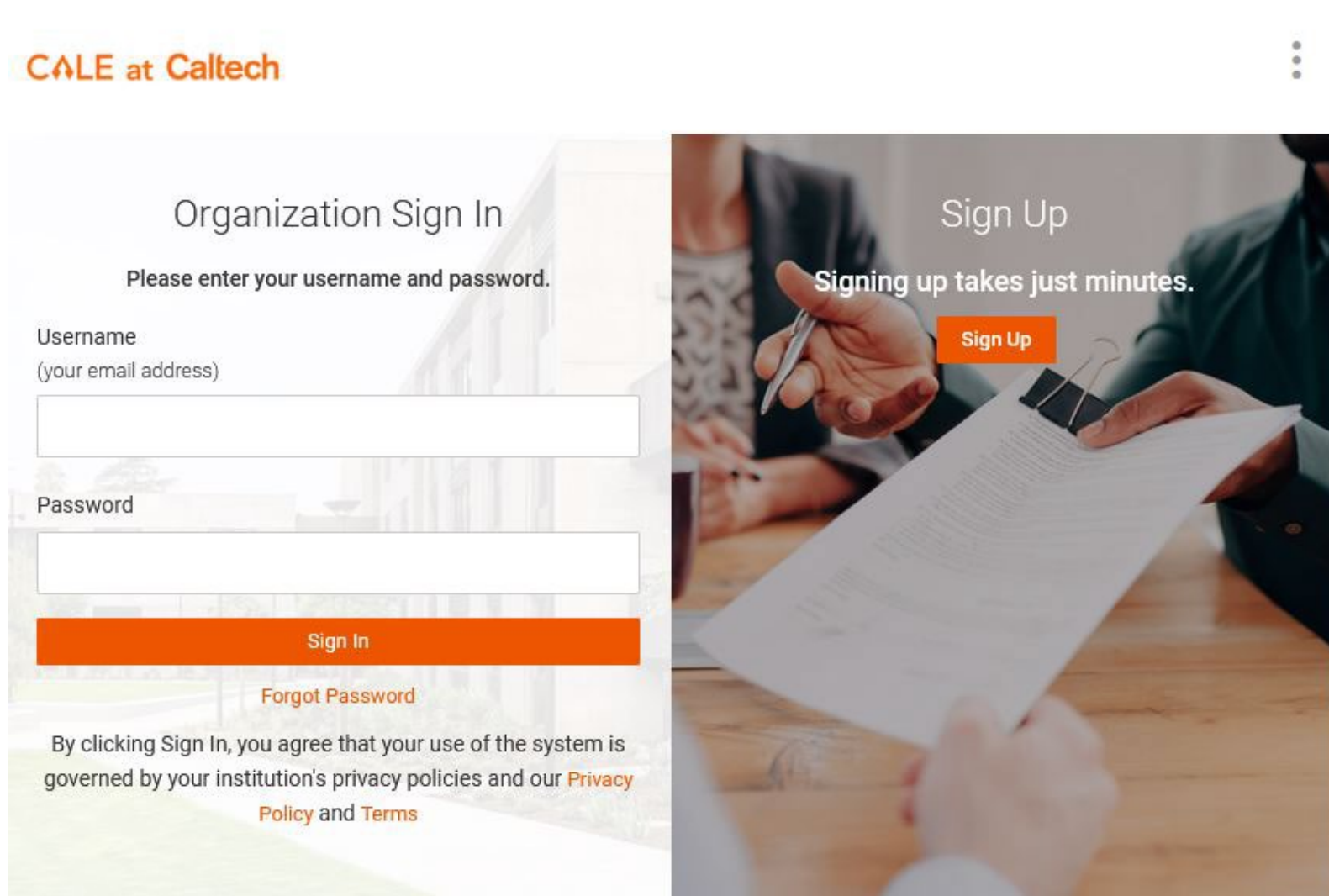
How to Post Jobs Online

For each job posting you will need to provide:

- Job Title
- Estimated Hours per Week
- Wages: See Appendix
- 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.

Follow the instructions below to post a new job opportunity to Next Steps Caltech.

Step 1: Access Next Steps Caltech at https://caltech-csm.symplcity.com/employers/?signin_tab=0. Click the Sign Up button to set up an employer account. If you already have a Next Steps Caltech account, sign in and skip to Step 7.



The image shows a web interface for 'CALE at Caltech'. At the top left is the logo 'CALE at Caltech' in orange. At the top right are three vertical dots. The main content area is split into two panels. The left panel, titled 'Organization Sign In', has a background image of a modern building. It contains the text 'Please enter your username and password.' followed by a 'Username (your email address)' label and an input field, a 'Password' label and an input field, an orange 'Sign In' button, a 'Forgot Password' link, and a disclaimer: 'By clicking Sign In, you agree that your use of the system is governed by your institution's privacy policies and our Privacy Policy and Terms'. The right panel, titled 'Sign Up', has a background image of people at a table. It contains the text 'Signing up takes just minutes.' and an orange 'Sign Up' button.

CALE at Caltech

Organization Sign In

Please enter your username and password.

Username
(your email address)

Password

Sign In

[Forgot Password](#)

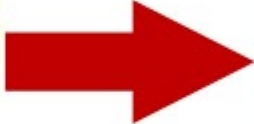
By clicking Sign In, you agree that your use of the system is governed by your institution's privacy policies and our [Privacy Policy and Terms](#)

Sign Up

Signing up takes just minutes.

Sign Up

Step 2: Fill in the Organization Name as “Caltech”. As you type, the database will suggest pre-filled options, please select “Caltech (California Institute of Technology)”. Click on that suggestion and all of the Employer Information will be pre-filled. **Do not alter any of the pre-filled information under the Employer Information section.** Skip to the Contact Information section.

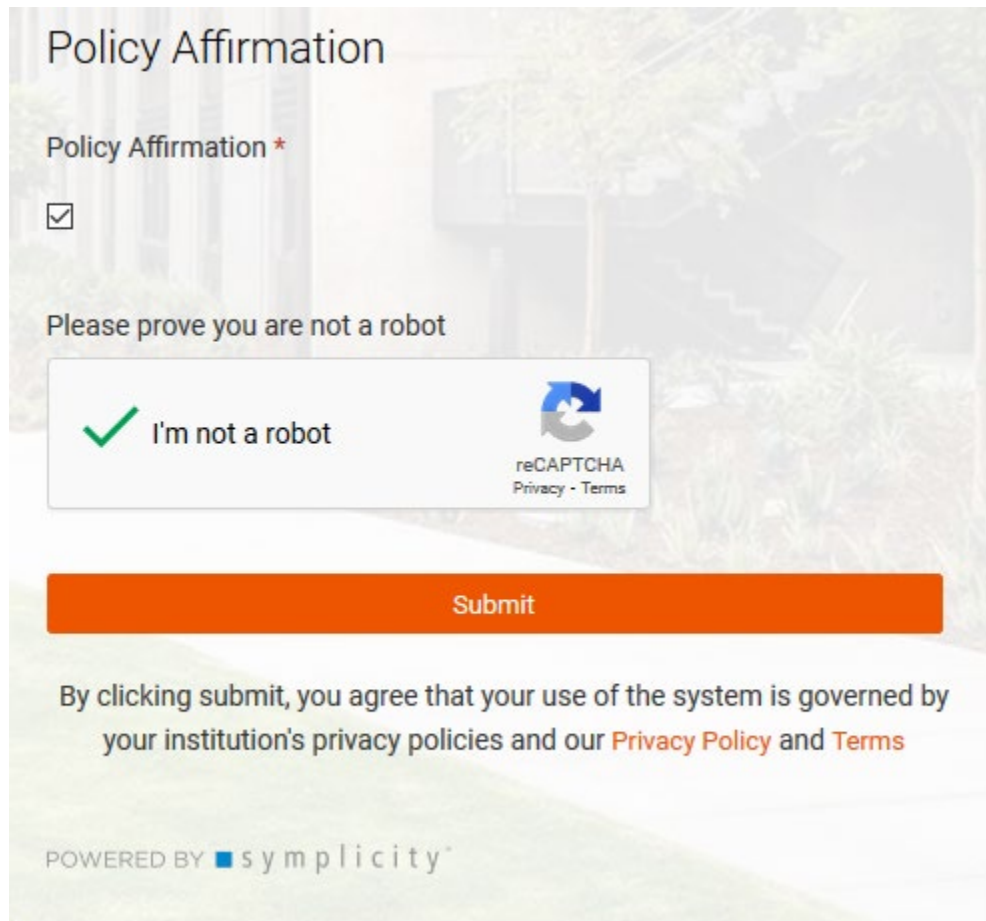


The image shows two screenshots of the 'CALE at Caltech' 'Sign Up' form, illustrating the selection of the organization name.

Left Screenshot: The 'Organization Name' field contains the text 'Caltech'. A dropdown menu is open, showing several suggestions. The suggestion 'Caltech (California Institute of Technology)' is highlighted with a red box. Below this, the 'Industry' field is visible with a list of options.

Right Screenshot: The 'Organization Name' field now contains the full name 'Caltech (California Institute of Technology)'. The 'Description' field is pre-filled with the text: 'A private research university founded in 1891, known for its engineering & science programs in Pasadena, CA.' The 'Industry' field is also pre-filled with 'Education, Museums, Instructional Technology'. The 'Type of Organization' field is set to 'Educational Institution'.

- Step 3:** Fill out the Contact Information and Address sections with your information. Fields marked with a red asterisk are required.
- Step 4:** Read the Privacy Policy and Terms (links are located below the submit button), then check the Policy Affirmation box to indicate your agreement to the terms. Complete the CAPTCHA by clicking on the “I’m not a robot” checkbox. Finally, click Submit to request access to Caltech Next Steps.



The screenshot shows a web form titled "Policy Affirmation" with a background image of a building and trees. The form includes a "Policy Affirmation" section with a checked checkbox, a reCAPTCHA "I'm not a robot" challenge, a large orange "Submit" button, and a disclaimer about the system's governance. At the bottom, it says "POWERED BY symlicity".

Policy Affirmation

Policy Affirmation *

☒

Please prove you are not a robot

 I'm not a robot 

reCAPTCHA
Privacy - Terms

Submit

By clicking submit, you agree that your use of the system is governed by your institution's privacy policies and our [Privacy Policy](#) and [Terms](#)

POWERED BY  symlicity

- Step 5:** You'll receive an e-mail from Career Achievement, Leadership, and Exploration (CALE) indicating that your access request is being reviewed. You need to wait until you receive e-mail confirmation of your account approval before proceeding.
- Step 6:** Once you receive confirmation that your account has been created, follow the link given in the e-mail to set up your password. Enter and confirm your new password, then click Save to proceed.

Set Password

Please set and save your password below.

Your new password

✕ At least 6 total characters

✕ Strength Weak

Confirm your new password

[Cancel Edits](#) [Save](#)

Step 7: In the navigation menu on the left side of the screen, click on Opportunities > Opportunity Postings. Then click the “Post An Opportunity” button at the bottom of the page to start entering information about your job opportunity.

CALE at Caltech

Home / Opportunities

Opportunity Postings

Job Postings (non-OCR) Student Resumes/Applications (non-OCR) Archived Jobs Career Fair Jobs Publication Requests

Keywords
(searches job title, ID, description, and organization name: min. 3 characters).

Contact Name

[Search](#) [Clear](#) [More Filters](#)

No Records Found

[Post An Opportunity](#)

Step 8: For Opportunity Type, select “On Campus Student Employment at Caltech”. Once you’ve selected that option, you’ll be prompted to choose whether or not to restrict your job to only applicants who have work-study awards.

- “Yes” means that you would only hire a student who has a work-study award, so only work-study students would be able to see the job posting.
- “No” means that you would hire a student regardless of whether or not they have work-study.

Opportunity Type *

☐ Job

☐ Internship

☒ On Campus Student Employment at Caltech

☐ Postdoc

☐ Fellowship or Scholarship (not a postdoc)

☐ Leadership or Professional Development Program

Work Study Only *

Please select “Yes” if you will ONLY consider applicants with either Federal Work Study or Caltech Work Study funding. Select “No” if you will hire a student regardless of Work Study funding status.

☐ Yes ☐ No

Step 9: Fill out the rest of the information about the job, keeping in mind the rules that apply to work-study students (e.g. hours required, wages). All fields marked with a red asterisk are required.

Step 10: At the bottom of the page, set your preferences for application collection, then hit Submit to send your job for approval. Career Achievement, Leadership, and Exploration (CALE) will need to review your job before it can be published.

APPLICATION INSTRUCTIONS

Publish Date *

This is the date that the posting will be live or visible to applicants.

Expiration Date *

This is the date that the posting will no longer be visible to applicants.

Resume Submission Method *

How would you like to receive application materials?

E-mail: Each time an applicant applies to a position, an email will be sent to this address with the application materials attached.

Accumulate Online: Applications will be collected online and the recruiter may log in to the Employer Portal to review them.

Other: Once selected, enter instructions in the "How to Apply" field. If "Other" is the only method selected, applicants will not have the option to apply through this system.

Please note: You may select more than one "Resume Submission Method" option.

☒ Email ☒ Accumulate Online ☐ Other (enter below)

Form screenshot continues on next column



Additional Documents

Which additional documents do you request for non-ocr positions.

☐ Cover Letter ☐ Other Documents

Document Notes

Special instructions regarding requested documents.

Contact Details *

I understand that I can change the contact information displayed to applicants below

☐

Automatic Application Packet Generation *

Would you like to receive an application packet PDF (includes all documents submitted by all job applicants) when this job expires?

☐ Yes ☐ No

Email address for resumes *

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

Attachment(s)

Step 11: You can see the status of your job posting at any time by clicking on the Jobs/Job Postings item in the navigation menu.

Home / Opportunities

Opportunity Postings

Opportunity Postings

- Resumes/Applications
- Archived Opportunities
- Career Fair Opportunities
- Resume Packets
- Interview Schedules (OCR)
- Events
- Career Outcomes
- Calendar
- My Account
- Give us Feedback

Job Postings (non-OCR) Student Resumes/Applications (non-OCR) Archived Jobs Career Fair Jobs Publication Requests

Keywords
(searches job title, ID, description, and organization name: min. 3 characters).

Contact Name

Search Clear More Filters

Post An Opportunity 1 result

Work-Study Test Job **NOT APPROVED**

Pasadena, California, United States - On Campus Student Employment at Caltech

ID: 1844

Posted On Sep 23, 2025 Expiring on Jan 20, 2026

⊗ Withdraw

0 Applicants

POWERED BY **■** **simplicity**

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Appendix

CALIFORNIA INSTITUTE OF TECHNOLOGY
STAFF PERSONNEL MEMORANDA

Subject: Pay Ranges for Student Assignments	Memo No. 10-1.1 Pages: 2 Date: September 1, 2025
Approved by: Kevin Gilmartin, Vice President for Student Affairs	

(This supersedes Memo No. 10-1.1, dated September 1, 2024)

1. Policy

Student employee rate ranges for both undergraduate and graduate students.

2. Pay Ranges for Student Assignments (2025 – 2026 Academic Year)

SPECIAL RATES

	<u>Hourly Rate</u>
Student House Waiter	\$19.00 ¹
Student House Head Waiter	\$19.50 ¹

UNDERGRADUATE RANGES

Undergraduate - General Work	<u>Minimum</u>	<u>Maximum</u>
	\$19.00 ¹	\$26.00

Duties are more generic in nature with practice and procedure established.

Undergraduate - Technical Work	<u>Minimum</u>	<u>Maximum</u>
	\$19.00 ¹	\$39.00

Duties involve use of educational background, initiative and judgment to perform technical work.

Undergraduate Teaching Assistants	Minimum Annual Rate = \$21,776 (based on 12 hours per week)
	Maximum Annual Rate = \$26,276 (based on 12 hours per week)

	<u>Minimum</u>		<u>Maximum</u>	
	<u>Per Term</u>	<u>Per Month</u>	<u>Per Term</u>	<u>Per Month</u>
Full UTA (12 hours per week)	\$5,443.88	\$1,814.63	\$6,568.88	\$2,189.63
3/4 UTA (9 hours per week)	\$4,082.91	\$1,360.98	\$4,926.66	\$1,642.23
1/2 UTA (6 hours per week)	\$2,721.94	\$907.32	\$3,284.44	\$1,094.82
1/4 UTA (3 hours per week)	\$1,360.98	\$453.66	\$1,642.23	\$547.41

¹ Rate may increase in accordance with the Pasadena minimum wage.

GRADUATE RANGES

Graduate - General Work

Minimum

\$19.00¹

Maximum

\$26.00

Duties are more generic in nature with practice and procedure established.

Graduate - Technical Work

Minimum

\$23.00

Maximum

\$39.00

Duties involve use of educational background, initiative and judgment to perform technical work.

Graduate Research Assistant

Minimum Annual Rate = \$48,390 (based on 20 hours per week)²

Maximum Annual Rate = \$58,390 (based on 20 hours per week)

	Minimum		Maximum	
	<u>Per Term</u>	<u>Per Month</u>	<u>Per Term</u>	<u>Per Month</u>
Full GRA (20 hours per week)	\$12,097.50	\$4,032.50	\$14,597.50	\$4,865.84
3/4 GRA (15 hours per week)	\$9,073.13	\$3,024.38	\$10,948.13	\$3,649.38
1/2 GRA (10 hours per week)	\$6,048.75	\$2,016.25	\$7,298.75	\$2,432.92
1/4 GRA (5 hours per week)	\$3,024.38	\$1,008.13	\$3,649.38	\$1,216.46

Graduate students are appointed by a division and approved by the Dean of Graduate Studies.

Graduate Teaching Assistant

Minimum Annual Rate = \$48,390 (based on 20 hours per week)²

Maximum Annual Rate = \$58,390 (based on 20 hours per week)

	Minimum		Maximum	
	<u>Per Term</u>	<u>Per Month</u>	<u>Per Term</u>	<u>Per Month</u>
Full GTA (20 hours per week)	\$12,097.50	\$4,032.50	\$14,597.50	\$4,865.84
3/4 GTA (15 hours per week)	\$9,073.13	\$3,024.38	\$10,948.13	\$3,649.38
1/2 GTA (10 hours per week)	\$6,048.75	\$2,016.25	\$7,298.75	\$2,432.92
1/4 GTA (5 hours per week)	\$3,024.38	\$1,008.13	\$3,649.38	\$1,216.46

Graduate students are appointed by a division and approved by the Dean of Graduate Studies.

² The minimum annual rate of \$48,390 represents an annualized rate of \$48,244 from October to August and an annualized rate of \$50,000 for the month of September.

EXCEPTIONS

Any exception to graduate student pay ranges requires the approval of the Dean of Graduate Studies or designee. Any exception to undergraduate student pay ranges requires the approval of the Dean of Undergraduate Students or designee.

¹ Rate may increase in accordance with the Pasadena minimum wage.