

SUPERVISOR GUIDE FOR CALTECH WORK-STUDY



2026-2027

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Work-Study Supervisor Responsibilities



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 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 time sheet.** That means ensuring that hours listed on the time sheet or in UKG 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 time sheets 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.
- Work-study 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 work-study 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 work-study students on personal errands.
- Work-study 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 work-study award.**
- Students are never to work during their scheduled class time (even when a class has been canceled for that day). It is the supervisor's responsibility to ensure this.
- Work-study duties can never include supervising other students.

Work-Study Supervisor

Frequently Asked Questions

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.

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.

Note: 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 non-federal 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.



What is 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 is Career Achievement, Leadership and Exploration (CALE) Involved with Work-Study?

As part of CALE's mission to support students at all stages of career development, we help connect students with 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 the Financial Aid Office's Role in Work-Study?

The Financial Aid Office determines student eligibility for the FWS program once the student completes their financial aid application. For the 2026-27 academic year, students are typically awarded \$2,500 in work-study funds.

Is the Hiring Process Different for Work-Study and Non-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 Does Work-Study Get 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, the work-study share of the student's wages is moved off the department PTA, and the department PTA receives a matching credit. You will be able to see these charges and credits on the student's Oracle labor distribution record. The work-study share depends on the student's award:

- Federal Work-Study: 75% of the student's wages are charged to the Federal Work-Study PTA. The hiring department is charged 25%.
- Caltech Work-Study: 60% of the student's wages are charged to the Caltech Work-Study PTA. The hiring department is charged 40%.

The department PTA will get the work-study credit until the student has used up their entire 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.**

What are the Basic Work-Study Employment Eligibility Criteria?

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

What are the Work-Study Earnings Periods?

For the 2026-27 academic year, the work-study earning period is from September 28, 2026 to June 27, 2027. Seniors cannot work past commencement, June 11, 2027.

What Wages Must be Paid to Work-Study Students?

See Appendix.



What are the Daily and Weekly Time Limits on Student Work?

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.

What Types of Work are 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

How Do I Post a Job 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-by-Step Job Posting Instructions

STEP
1

Access Next Steps Caltech at https://caltech-csm.symlicity.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.

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.

STEP
3

Fill out the Contact Information and Address sections with your information.

Fields marked with a red asterisk are required.

STEP
5

You will receive an e-mail from Career Achievement, Leadership, and Exploration (CALE) indicating that your access request is being reviewed.

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.

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.

STEP
8

For Opportunity Type, select “Caltech On Campus Student Employment and Research”.

Once you’ve selected that option, you’ll be prompted to choose whether or not you will only consider applicants who have work-study awards.

• “Yes” means that you only want to hire a student who has a work-study award.

• “No” means that you will hire any student regardless of work-study status.

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.

STEP
11

You can see the status of your job posting at any time by clicking on the Opportunity Postings item in the navigation menu. Please note that while the posting is pending review, it will show as “Not Approved.”

Resource List

Career Achievement, Leadership, and Exploration (CALE)

Center for Student Services, Room 310

(626) 395-6361

<http://www.career.caltech.edu/>

- Posts student employment positions for summer and academic year.

Financial Aid Office

383 S. Hill, 2nd floor

(626) 395-6280

<http://www.finaid.caltech.edu/>

- Awards Federal Work-Study, Caltech Work-Study and other financial aid.
- Answers questions about your financial aid offer and the work-study employment process.
- Handles applications for summer work-study.

Caltech Y

505 S. Wilson

(626) 395-6163

<https://www.caltechy.org/>

- Hires students for off-campus & community service positions.

Human Resources: Staff Services

399 S. Holliston Avenue

(626) 395-6476

<http://hr.caltech.edu/>

Appendix



CALIFORNIA INSTITUTE OF TECHNOLOGY
STAFF PERSONNEL MEMORANDA

Subject: Pay Ranges for Student Assignments	Memo No. 10-1.1 Pages: 2 Date: October 1, 2026
Approved by: Kevin Gilmartin, Vice President for Student Affairs	

(This supersedes Memo No. 10-1.1, dated September 1, 2025)

1. Policy

Student employee rate ranges for both undergraduate and graduate students.

2. Pay Ranges for Student Assignments

SPECIAL RATES

	<u>Hourly Rate</u>
Student House Waiter <i>(effective 9/21/2026)</i>	\$19.50 ¹
Student House Head Waiter <i>(effective 9/21/2026)</i>	\$20.00 ¹

UNDERGRADUATE RANGES

Undergraduate - General Work <i>(effective 9/21/2026)</i> <i>Duties are more generic in nature with practice and procedure established.</i>	<u>Minimum</u> \$19.50 ¹	<u>Maximum</u> \$27.00
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Undergraduate - Technical Work <i>(effective 9/21/2026)</i> <i>Duties involve use of educational background, initiative and judgment to perform technical work.</i>	<u>Minimum</u> \$19.50 ¹	<u>Maximum</u> \$40.00
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Undergraduate Teaching Assistants <i>(effective 9/1/2026)</i>	Minimum Annual Rate = \$22,500 (based on 12 hours per week)
	Maximum Annual Rate = \$27,000 (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)	\$5,625.00	\$1,875.01	\$6,750.00	\$2,250.00
3/4 UTA (9 hours per week)	\$4,218.75	\$1,406.25	\$5,062.50	\$1,687.50
1/2 UTA (6 hours per week)	\$2,812.50	\$937.50	\$3,375.00	\$1,125.00
1/4 UTA (3 hours per week)	\$1,406.25	\$468.76	\$1,687.50	\$562.50

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

GRADUATE RANGES

Graduate - General Work

(effective 9/21/2026)

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

Minimum

\$19.50¹

Maximum

\$27.00

Graduate - Technical Work

(effective 9/21/2026)

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

Minimum

\$23.50

Maximum

\$40.00

Graduate Research Assistant

(effective 9/1/2026)

Minimum Annual Rate = \$50,000 (based on 20 hours per week)²

Maximum Annual Rate = \$60,000 (based on 20 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 GRA (20 hours per week)	\$12,500.00	\$4,166.67	\$15,000.00	\$5,000.00
3/4 GRA (15 hours per week)	\$9,375.00	\$3,125.00	\$11,250.00	\$3,750.00
1/2 GRA (10 hours per week)	\$6,250.00	\$2,083.33	\$7,500.00	\$2,500.00
1/4 GRA (5 hours per week)	\$3,125.00	\$1,041.67	\$3,750.00	\$1,250.00

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

Graduate Teaching Assistant

(effective 9/1/2026)

Minimum Annual Rate = \$50,000 (based on 20 hours per week)²

Maximum Annual Rate = \$60,000 (based on 20 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 GTA (20 hours per week)	\$12,500.00	\$4,166.67	\$15,000.00	\$5,000.00
3/4 GTA (15 hours per week)	\$9,375.00	\$3,125.00	\$11,250.00	\$3,750.00
1/2 GTA (10 hours per week)	\$6,250.00	\$2,083.33	\$7,500.00	\$2,500.00
1/4 GTA (5 hours per week)	\$3,125.00	\$1,041.67	\$3,750.00	\$1,250.00

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

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.

² The minimum annual rate is valid through July 14, 2027 and may change in accordance with the Collective Bargaining Agreement.