

## 2020-21 Work Study Guidelines

This year the process of posting a work study job and hiring students is changing slightly. We've made these changes to assist students in being able to apply for jobs.

### Posting an open position:

Open positions will be posted by Sam Wencil in the Career Development Office using Handshake. This is the same process used last year. The difference this year is that students will be able to complete applications for jobs entirely within Handshake. Once a student completes an application, an email from Handshake will be sent to the supervisor along with application materials. This allows students to complete the application process virtually! Sam will be sending an email to get the application process setup for your position.

### Hiring a student employee:

The students who are eligible to be hired as a work study employee are included on the 2020-21 Work Study Eligible and Positions list. This is similar to last year. Once you hire a student, please update the spreadsheet with the following information:

- Position
- Supervisor
- Requested Start Date – students cannot begin working until all HR requirements are complete. Our recommendation is to plan on a start date that is at least 5-10 days out from the date you are entering the information.

It is very important that this information is updated in a timely manner so Matt Everhart, in the Human Resources Office, can complete required steps with the student **before** they start to work in your department. HR will not launch any offer letters until this information is added to the spreadsheet.

For both returning students and new hires, supervisors will be tasked with approving all work study offer letters in Paylocity. Once an offer letter has been drafted, the supervisor will receive an email from Paylocity asking them to approve the offer. Please review and click approve for each offer. Note: The supervisor may receive an error when clicking the approve button - do not worry, the approval went through; this is just due to how the posting is set up as "Unlisted" in our Recruiting system (so those without work study eligibility cannot apply). Once the offer is approved, the student will get an email with their offer letter that they will need to sign.

For new hires, onboarding paperwork (I-9, W4s, etc.) will be completed virtually in Paylocity after the offer letter is signed. HR will send an email to the new hire with instructions on how to complete. The student cannot start working until the paperwork has been fully completed and verified by HR.

On the spreadsheet you will see the green highlighted HR fields. These are the items the student must complete **before** they start working. Once everything is completed, Matt will update the column Setup Complete and that is the earliest day the student can begin working.

### Hourly Pay and Work Hours

[Minneapolis](#) minimum wage starting July 1, 2020, is \$13.25 per hour, so students employed in a work study position will be set up with this hourly rate. Students can earn up to \$2,850 during the academic school year as a work study employee. It is recommended that students work an average of 7 hours per week so they can earn their full \$2,850 award over the course of the school year. Students can have up to two work study positions.

Once a student earns their full work study award, they must stop working. Supervisors have the option to work with the Human Resource Office to hire the student as a casual labor employee. The Financial Aid Office will

be documenting time worked each pay period and will keep you informed when a student is getting close to their total award amount.

Updated 8/19/2020