STATE OF WASHINGTON

HIGHER EDUCATION COORDINATING BOARD

917 Lakeridge Way SW • PO Box 43430 • Olympia, Washington 98504-3430
(360) 753-7800 • TDD (360) 753-7809

Dear Employer:

Thank you for your interest in the State Work Study program. This handbook is designed to help you understand the basic program requirements and outline your responsibilities as an employer.

Since 1974, our State Work Study program has helped low- and middle-income students earn money for school and gain experience in areas related to their degrees or career interests. To encourage employers to participate, the state generally reimburses up to 65 percent of a student's wages. Everyone wins. Employers receive low cost part-time help, students earn money for school and receive valuable work experience, and the state is able to help more students go to college.

Today, more than 2,500 employers and 9,500 students in Washington participate in this nationally recognized program. On behalf of the Higher Education Coordinating Board and the citizens of Washington state, I would like to thank you for making this opportunity available to our students.

Sincerely,

Marcus S. Gaspard
Executive Director

This handbook is not a legal interpretation of the State Work Study statute, rules, or regulations. Complete rules and guidelines are available from the Higher Education Coordinating Board Financial Aid Office at 360-753-7800.

The Washington State Legislature funds the State Work Study program every biennium as part of the higher education budget. The Higher Education Coordinating Board administers the State Work Study program and works with eligible colleges to distribute funds to students, as part of their financial aid awards.

A SHORT CHECKLIST FOR EMPLOYERS

- ✓ **Determine your need.** Clearly define the type of work you need performed. Draft a job description with minimum requirements needed to perform the job. Is the work appropriate for a part-time, entry-level employee?

- ✓ **Contact your local college or university.** Participating schools are listed on pages 22 and 23 of this manual. Also in the manual are an employer contract, an employer profile, a job description form and a sample spreadsheet for tracking students' wages. These forms are also available on the Higher Education Coordinating Board Web site at www.hecb.wa.gov/financialaid/SWS/SWSindex.asp.

  During the time you participate in the program you will need to complete only one contract and one employer profile form. However, you will need to complete a job description form each time you want to fill a position.

- ✓ **Return the forms to the school.** If you want to advertise at more than one school, you will need to submit a complete job description form to each school. Independent schools review employer contracts and employer profiles and forward them to the Higher Education Coordinating Board for approval. Public schools review and approve both forms.

  You can expect approval to advertise a position within two weeks of submitting the forms to the school. The schools will notify you if your contract is approved and will post your job descriptions. It is a good idea to call the school to ensure that all paperwork has been approved and the job description has been posted.

- ✓ **Confirm that the contract has been approved.** You will receive your completed copy of the contract by mail.

- ✓ **Interview students referred by the school.** Before hiring students, ask for written verification of eligibility for the State Work Study program, such as a Financial Aid Award Letter or a referral letter from the school. A Financial Aid Award Letter or referral letter is an official letter, signed by a school officer, that lists the State Work Study award amount and the time period in which the student must earn the money.

- ✓ **Hire a student.** Follow all of your company's standard personnel procedures and notify the student's school immediately upon hiring. You also must notify the school at the time of termination. Train and orient your new student employee as you would any other employee.

- ✓ **Maintain accurate records.** A sample student earnings worksheet that can be used to track wages is on page 10.

- ✓ **Pay the student.** You may pay by either check or direct deposit for the gross hourly wages earned minus any deductions. Ask the student to certify receipt of wages by signing the time sheet. Verify that the hours were worked and the student's performance was satisfactory by signing the time sheet yourself.

- ✓ **Claim reimbursement.** Send the time sheet to the student's school. You will receive a reimbursement check within three to six weeks.

WASHINGTON STATE WORK STUDY PROGRAM

EMPLOYER HANDBOOK

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EMPLOYER ELIGIBILITY

DETERMINING ELIGIBILITY

Is my business or organization eligible?

Eligible employers include government agencies, for-profit corporations, small businesses, and non-profit organizations. However, the state constitution prevents any business or organization involved in or with a controlling interest in political or religious activity from participating in the program.

In selecting employer participants, schools will review:

- The nature of the position;
- The organization's compatibility with the school's role and mission; and
- The work environment to ensure that it promotes a positive learning experience.

In addition, schools will want assurances that the position:

- Will not displace regular workers or impair existing contracts;
- Will give students the opportunity to explore or gain experience in a career interest; and,
- Will be adequately supervised.

ASSESSING COSTS

What will it cost?

Wages

You will be required to pay the student a wage equal to what you pay non-students for similar work. The state then will generally reimburse 65 percent of the student's gross wages. See page 7 for more details on setting wage rates.

Benefits

You will pay the employer share of any required employee benefits, such as Federal Withholding Tax, Workers' Compensation, Federal Social Security Taxes, and State and Federal unemployment taxes. You may offer optional employer-sponsored benefits, although it is not required. You will not be reimbursed for these optional benefits.

Students who work in public schools or government agencies may be eligible for retirement benefits. Contact the Washington State Department of Retirement Systems' Employer Support Services for more information.

Additional information on employee benefits is available in the Resources section of this guide on page 26.

Why is the cost so low?

As a participating employer, you're not the only one who benefits. The state and students win too. Through the program, the state helps students who might not be able to afford an education pay a portion of their college costs.

Money earned through the Work Study Program allows students to pay for their education in current dollars, limiting their need to incur more debt. Because the employer pays a portion of student wages, the state's financial aid funds can be distributed more widely, making higher education available to more Washington citizens.

In addition, national studies suggest that students who work up to half-time while in college manage their time better, are less likely to drop out, and place a higher value on their education.

THE HIRING PROCESS

RECRUITING

How do I recruit students?

Recruiting good employees is a major issue in today's labor market. This program allows you to try out potential employees before graduation and train them the way you would like. You can assess their performance on a low-cost basis, then offer employment upon graduation if they fit into your organization.

✓ TIPS FOR WORKING WITH SCHOOLS

Determine what schools you would like to work with in your area. A complete list of eligible schools is on pages 22 and 23. Call the student employment administrator at each school to set up a visit. Each school operates the program a little differently.

Questions to Ask

- Ask how your jobs will be advertised. Consider placing an ad in the school newspaper.
- Ask about internships. Internships can often be combined with Work Study awards to allow the student to be paid for the work.
- Ask the school about its policy for summer Work Study. Not all schools give students a Work Study award during summer vacation.
- Ask for a calendar of school breaks and vacations. Dates of academic terms vary depending on the college or university.
- Ask about upcoming job fairs. Some campuses regularly hold job fairs for employers interested in hiring student workers. Participating in these or setting up recruiting times on campus may save you time in finding the right student.

When is the best time to recruit students and where can I find them?

In general, the best time to recruit students is in the fall when most students begin a new school year and look for part-time jobs. In the summer, many students look for full-time work to earn money for school.

DETERMINING A STUDENT'S ELIGIBILITY

Can I hire any student?

To qualify for reimbursement, you must hire a college student who is eligible for State Work Study and has been referred to you by one of the participating schools.

How do I know if a student is eligible?

Most students will identify themselves as eligible when they call or visit you to inquire about a job. Ask them to bring to the interview a copy of their financial aid eligibility forms. While these forms vary from school to school, most will include the following:

- A statement that the student is eligible for Work Study;
- The total amount the student can earn is called the "award amount" and,
- The eligibility dates.

Some forms provide a place for you to verify that you have hired the student. If so, sign the form and return it to the school. Other forms are informational only. Award amounts and eligibility dates should be clearly stated. If they are not, call the school. Make sure you keep a copy for your new employee's personnel file.

INTERVIEWING

How many candidates can I interview before I select one?

You should interview as many as you think necessary. Due to the program's popularity and limited funding, there are many more jobs than students to fill them each year.

Do I have to hire any student referred to me?

No. Select a student worker as you would any other worker. Outline the job requirements, conduct interviews, and hire the best person.

Do I have to hire this student when he or she graduates?

No, you are under no obligation to offer permanent employment to a student employee. However, many employers view this program as a good tool for identifying and hiring permanent workers.

Once I've hired a Work Study Student employee, what can I expect?

You should expect the same performance and results you would expect from any other part-time worker.

What may be different about student workers?

Every student is required to make satisfactory academic progress in school while holding a Work Study position. If a student's grades fall, he or she may be required to stop work. Therefore, the student's work schedule should be flexible enough to accommodate study and exam times.

HIRING

What is the "typical" student like?

The student population has become increasingly diverse. It includes traditional students, ages 18 to 21, who are eager to excel in their first work experiences, and older students seeking to make mid-career changes or add cutting-edge skills to their already considerable work experience.

What kind of time commitment can I expect from a student worker?

Most students can work two to four hours a day during the school year. Some students also will be available to work full-time during school breaks and summer.

Students can earn varying amounts based on their financial need, as determined by the school. If their eligibility award is low, the time commitment they can offer you may be limited.

Are these "needy" students unskilled workers who can't find jobs on their own?

No. Many students need additional financial help to get through school. This is not a reflection on their ability to do a good job for you. As college costs continue to rise, more and more students need help. These students are as skilled and academically capable as students who don't need assistance.

✓ TIPS FOR INTERVIEWING

- Prepare an accurate description of job duties to attract the most appropriate candidates.
- Explain your expectations for the position during the initial interview so the student can assess his or her ability and interest in performing the work.
- Provide the student with information on what skills will be acquired while working in the job.
- Explain any special work requirements, such as safety issues in a hazardous work environment or legal issues in working with children.
- Outline causes for termination.
- Outline personnel rules and procedures, such as setting work hours or calling in sick.
- Show the student where the work will be performed and introduce the student to the key people with whom he or she will be working.

PAY AND PERFORMANCE

SETTING STUDENT WAGES

Students must be paid on an hourly basis at a rate that is comparable to the entry-level rate for regular employees performing similar duties within your organization.

If I have no other workers who are performing this kind of work, how do I determine a fair wage?

The pay rate should be appropriate within the context of your pay schedule. Consider major duties and responsibilities, level of tasks and duties, distinguishing characteristics, typical work, judgment required, and the skills and knowledge required to do the job. The contracting school can assist you in setting the wage if you have difficulty determining the appropriate level.

Public colleges and universities that employ students on campus are required to follow specific guidelines in establishing wage rates. Contact the Higher Education Coordinating Board for more information.

Can I pay student workers on a commission basis?

No. The terms of the contract require you to set an hourly wage for the duties performed. If your organization pays workers by commission, bonus, or other special compensation, in addition to an hourly wage, you will be reimbursed for only the agreed upon percentage of the hourly wage.

Can I pay a student in cash?

No. The rules of the program require that you pay by check or direct deposit and keep accurate records for proof of payment.

Can I offer room or board or other goods or services in exchange for hours worked?

No. The student must be paid an hourly wage for hours worked.

ENSURING PERFORMANCE

What if a student is not performing satisfactorily?

Point out the problem and take corrective measures right away. To prevent performance problems, clearly outline your expectations. If you have an ongoing need for student employees, consider writing Work Study procedures into your standard personnel procedures manual.

Each time you sign the time sheet to verify hours worked, you also are verifying that the work was performed satisfactorily.

Can I fire a Work Study Student employee for performance problems?

Yes. However, if possible, first offer the student a chance to correct the problem.

You may want to apply your normal performance-review procedures to student employees, or modify your standards by reviewing performance more often. A review every three to six months seems to work best.

If you do fire a student employee, inform the student's school of the reason, preferably in writing. This will help the school counsel the student for future positions.

Can a Work Study Student employee be laid-off?

Yes, if necessary. However the student may take another job and not be available later.

CONTRACT AND REIMBURSEMENT

SIGNING THE EMPLOYER CONTRACT

How do I sign up for the program?

Call the schools in your area and tell them you would like to participate. They will either send you an employer contract and an employer profile form or direct you to the Higher Education Coordinating Board's Web site to download the forms. Write a job description for each position and send the completed forms back to the school.

How long does the contractual period run?

The contract year runs from July 1 until June 30. Renewal is required each year. If you want to hire a student for the summer only, beginning before July 1, you will need to sign a contract for the current year ending June 30.

Do all the colleges and universities in the state follow the same procedures?

In general, they follow the same procedures, although some differences exist.

Public schools directly handle contracts and reimbursement checks. Due to state constitutional requirements, the Higher Education Coordinating Board issues checks and approves contracts for independent colleges and universities.

Each school will have a set of operating procedures and guidelines. Some rules may be unique to each school. If you have questions, call that school to verify its requirements.

Who signs the contract in my organization?

The individual who is authorized to approve expenditures should sign the contract. The authorizing signature indicates compliance with all provisions of the contract.

What are my responsibilities once the student employee starts work?

As an employer, you are responsible for the following:

- Providing adequate and reasonable supervision for the student employee;
- Ensuring that the student employee does not work more than an average of 19 hours per week while in school and no more than 40 hours during breaks;
- Ensuring that total earnings do not exceed the amount for which the student is eligible, that the student does not start work before the start date listed on the award letter, and does not work beyond the end date. If you are uncertain about those dates, contact the student's school for assistance;
- Notifying the school of any changes in the student's employment, such as changes in wage rate or job title, promotion, termination or your name, federal id and/or address;
- Attesting that wages were paid to the student by signing the time sheet; and,
- Following all state and federal employee laws.

MONITORING STUDENT EARNINGS

What is the best way to monitor student earnings?

The best way to ensure that you will be reimbursed is to monitor student earnings. Keep track of the total eligibility amount and the gross amount earned, not just the employer share. Encourage the student to keep records too.

When the student has earned most of the award amount, the student can check with the school to determine eligibility for an additional award. If the student is not eligible for additional State Work Study funds, the student must stop work. Of course, you may elect to pay the entire wage, although you will not be reimbursed for amounts in excess of the award.

COMPLETING TIME SHEETS

Where do I get time sheets and how do I complete and submit them?

The school will provide time sheets.

A sample time sheet used by independent colleges, with instructions for completing it, is available in the appendix on page 19. Public schools may have a slightly different time sheet. If you are uncertain which time sheet to use, call the school directly for assistance.

The time sheet is a record of hours worked and wages paid, and allows you to receive reimbursement. The time sheet must be signed in ink and dated on or after the last day worked, by the student and by the person directly responsible for supervising the student's work. Instructions for completing the recommended time sheet are included on page 20.

If students work beyond their eligibility, you will not be reimbursed for hours over the amount indicated in the award letter. In addition, the student's financial aid may be revised downward to compensate for the additional money earned.

GETTING REIMBURSED

The contract outlines employer responsibilities and the rules for claiming reimbursement. It's a good idea to ask everyone involved in the Work Study program – from the student's supervisor to the payroll specialist – to review the contract.

Follow the school's instructions for submitting the time sheets and keep a copy for your records. You must submit the time sheets within 15 days following the end of your payroll period.

If the Higher Education Coordinating Board will be reimbursing you, it is especially important that you submit all time sheets for June hours on or before July 10. The state can make reimbursements only for hours worked during that fiscal year. Please note that June and July hours must be submitted on separate time sheets.

To avoid delays, please make sure that time sheets are error-free.

How long does it take to receive my reimbursement check?

In general, you should receive your reimbursement check within three to six weeks after submitting time sheets to the student's school. At the end of the state's fiscal year, however, it may take up to six weeks. If you have a question or concern, contact the student's school.

Whom should I contact with questions about time sheets, contracts or job descriptions?

Contact the school first. If you still have questions, then contact the Higher Education Coordinating Board at (360) 753-7800. When calling or writing us, please have the following available:

- Your IRS Federal Identification Number;
- The student's name; and,
- The name of the student's school.

STUDENT EARNINGS WORKSHEET

This sample worksheet will help you monitor your student's earnings against the State Work Study award. You can download a copy from the Higher Education Coordinating Board's Web site at www.hecb.wa.gov/docs/forms/SWSEarningsSpreadsheet.xls.

EXAMPLE A student receives a $3,000 award for fall quarter, beginning September 1 and ending January 14. The student will be paid $9 per hour.

SAMPLE

Student Name: Jane Smith		**SS#:** 222-33-4444	
SWS Award Amount: $ 3,000		**School:** Community College	
Hourly Wage: $ 9.00	**Total Hours:** 333	**Number of weeks in Award Term:** 18	
Award Beginning Date: September 1		**Award Ending Date:** January 14	

Pay Period From	Pay Period To	Hourly Rate	Hours Worked	Gross Earnings	Cumulative Hours Worked	Hours Remaining	Remaining Award Amount
–	–	–	–	$000.00	–	333.00	$3,000.00
9/14	9/29	$9.00	18.5	166.50	18.50	314.50	2,833.50
10/1	10/30	9.00	45	405.00	63.50	269.50	2,428.50
11/1	11/28	9.00	72	648.00	135.50	197.50	1,780.50

To calculate the average number of hours per week a student may work:

STEP 1

$$\frac{\text{Total award amount (\$)}}{\text{Hourly wage (\$)}} = \text{Total hours in award term}$$

STEP 2

$$\frac{\text{Total hours in award term}}{\text{Number of weeks in award term}} = \text{Average number of hours per week that student can work}$$

WASHINGTON STATE
WORK STUDY PROGRAM

EMPLOYER CONTRACT

THIS CONTRACT, entered into this _____ day of _____, 20____, by and among the Higher Education Coordinating Board, an agency of the state of Washington, hereafter called the "Board," or a public postsecondary institution(s) acting as an instrument of the Board in the placement of students, hereinafter called the "Institution;" and _____, an eligible Employer, hereinafter referred to as the "Employer."

WITNESSETH:

WHEREAS, the Board has been appropriated funds from the state of Washington, pursuant to RCW 28B.12, to stimulate and promote part-time educationally-related employment of students who are in need of the income from such employment to pursue courses at institutions of postsecondary education, and

WHEREAS, the Employer is a non-profit organization or a profit-making business entity which does not have a direct association with a controlling sectarian organization, and

WHEREAS, the Board, the Institution, and the Employer desire that certain students engage in work under the State Work Study Program authorized by RCW 28B.12, and

WHEREAS, the Employer is in a position to utilize the services of such students,

NOW THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties hereto agree for themselves as follows:

A. Employer Responsibilities: General

To be eligible for and to receive reimbursement, the Employer agrees to:

1. Utilize the services of students referred to it by the Institution(s) who are eligible to participate in the State Work Study Program, who provide documentation of eligibility, and who are qualified and acceptable to the Employer. A detailed job description and the pay range for each position must be set forth on a "Job Description" form, or its equivalent, submitted to and approved by each participating Institution;
2. Comply with all appropriate federal, state, and local laws;
3. Employ students to perform only work which will not:
   a. Result in displacement of regular employees, impair existing contracts for services, or fill positions which are vacant because regular employees are involved in a labor dispute;
   b. Replace positions occupied by regular employees during the current or prior year or any position currently or formerly occupied by Higher Education Personnel classified staff;
   c. Be sectarian-related; or
   d. Involve any partisan or non-partisan political activity;
4. Ensure that the work performed by the State Work Study student will bear relationship to the student's formal academic program and/or career interest;
5. Pay each student an hourly rate which is at least equal to the entry level rate for comparable positions within the employing organization;
6. Pay each student on a per-hour worked basis. The student may not be compensated on a completion-of-project or salaried basis;
7. Supervise in a reasonable manner the work performed by the student(s);
8. Maintain a daily record of the hours worked by each student on a form approved by the Board for that purpose;
9. Regulate the number of hours worked to ensure that no student works more than an average of the 19 hours reimbursable per week over the period of enrollment for which the student has received an award or a maximum of the 40 hours reimbursable per week during vacation periods, unless the Institution has specified that the student work fewer hours per week, in which case the Employer will regulate the hours accordingly;
10. Notify the Institution of any change affecting the student's employment; and
11. Complete the attached Business Profile, and also provide the Institution or the Board, upon request, additional information substantiating its eligibility as an Employer, information on its employee classification/compensation plan, and/or a current financial statement confirming its fiscal solvency.

B. Employer Payroll and Reimbursement Responsibilities:

The Employer further agrees to:

1. Pay directly to employed students by check or direct deposit their total compensation less appropriate deductions at least once a month, at a rate of pay at least equal to the entry level salary (starting hourly rate or wage) of comparable positions within the employing organization;
2. Bear the costs of employee benefits, including all payments due as an employer's contribution under the State Worker's Compensation laws or Federal Employment Compensation Act (federal agencies only), federal Social Security laws, and other applicable laws;
3. Bear the full cost of any commission, bonus, or other special compensation paid the student in addition to the agreed-upon hourly rate of pay;
4. Claim reimbursement only for wages:
   a) That do not represent hours of work in excess of maximum number of hours subject to reimbursement under this contract;
   b) Certified under oath as paid by check or direct deposit to students certified as eligible by the Institution; and
   c) For hours actually worked by the student.
5. Submit to the Institution's appropriate office a completed time sheet for each student employee hired through the State Work Study Program according to the schedule provided by the Institution. In the event the Institution does not establish a schedule, THE TIME SHEET MUST BE SUBMITTED WITHIN 15 DAYS OF THE END OF THE PAYROLL PERIOD;
6. Submit time sheets for any student(s) who earned compensation or was paid during the month of June to the Institution by the deadline established by the Institution or July 10th, whichever is earlier; adhere to state labor standards by providing student employee with appropriate rest and meal periods;
7. Waive and forfeit all claims for reimbursement of compensation earned or paid to students but not reported or submitted to the Institution as required under Section B(5) and B(6) of this Contract; and
8. Make available upon request by Board and other state of Washington personnel, its payroll records for students paid under this Contract for audit purposes;

C. By approving and processing Job Descriptions, the Institution(s) agree(s) to:

1. Determine which students meet the eligibility requirements for employment under the State Work Study program in accordance with rules and regulations and guidelines established by the Higher Education Coordinating Board;
2. Refer to the Employer only those students eligible for the program who appear to be qualified for employment, after exercising the priorities in placing students in accordance with the rules and regulations by which the State Work Study Program is administered; and
3. Notify the Employer of any student who may become ineligible.

D. The Board agrees to reimburse the Employer for a percentage of the student's total State Work Study financial aid award. Reimbursement will be a percentage of the total payroll paid to students under this Contract as stated on the Job Description form. Reimbursement will be paid monthly upon receipt of the Employer's properly completed State Work Study time sheets which have been sent to the Institution. Public postsecondary institution(s) may reimburse the Employer on behalf of the Board. Private postsecondary institution(s) will forward the time sheets to the Board for reimbursement. No reimbursement will be made if such information is received after the calendar deadlines established by this Contract and the Institution(s).

E. All Parties agree:

1. This Contract and Business Profile, in conjunction with the Job Description form approved by each institution, constitutes an agreement to participate in the program and to comply with the contract provisions;
2. The total reimbursable payroll shall consist of the hourly rate of compensation paid a student multiplied by the number of reimbursable hours of work performed by a student. The maximum number of reimbursable hours of work may not average more than 19 hours per week over the period of enrollment for which the student has received a State Work Study award or exceed a maximum of 40 hours per week during vacation periods. The Institution may specify that a student work fewer hours per week than the maximum. The number of hours any student may work during any period must be agreed upon prior to commencement of employment;
3. The following priorities must be exercised in the placement of students:
   a) First priority is for placement of Washington state residents;
   b) Placements in fields related to the student's academic or vocational pursuits;
   c) Or, in community service placements or in placements that meet Washington's economic development goals.
4. Complaints by either the employee or Employer regarding lack of compliance with this Contract should be referred to the appropriate office at the Institution for settlement. If resolution cannot be reached, appeal may be made to the Higher Education Coordinating Board;

5. This Contract shall be subject to the availability of funds granted for this program. It shall also be subject to the provisions of RCW 28B.12, the regulations adopted thereunder, and all legislation and regulations pertaining to the State Work Study Program adopted subsequently;
6. This Contract may be terminated by the Board or the Employer if there is failure by the other party to comply with its provisions; and
7. This Contract will remain in effect until the end of the academic year, which is June 30 immediately following the effective date of this Contract. The Contract may be renewed by the Employer for the subsequent academic year by completing a renewal form which will be mailed to the employer prior to the expiration date. In the case of a first year contract filed between April and June, the second year renewal is handled automatically by the Board.

The completed SWS contract substitutes for submission of IRS Form W-9.

I certify that:
1. The number shown on this form is my correct taxpayer identification number: and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interests or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement account (IRA) and generally payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (For further instructions contact the IRS).

IN WITNESS HEREOF, the parties hereto have executed this contract the day and year first above written.

BY:

_____
Signature of Employer Representative

_____
Name of Employer Representative (Print or Type)

_____
Date

___ ___ - ___ ___ ___ ___ ___ ___ ___
IRS Federal Employer Identification Number (TIN or EIN)
(Contract will not be approved if left blank)

_____
Uniform Business Identifier Number (UBI)

_____
For the Higher Education Coordinating Board
(or public postsecondary institution representative)

_____
Title

_____
Date

EMPLOYER INFORMATION (Print or Type)

_____
Name of Employing Business Organization

_____
Address (Print or Type)

_____
City, State and Zip Code

_____
Email Address

(_____) _____
(Area Code) Telephone Number

Business is:
1._____ Private For-Profit Incorporated
2._____ Private For-Profit Not Incorporated
3._____ Public/Governmental
4._____ Private Non-Profit
5._____ Partnership For Profit Incorporated
6._____ Partnership For Profit Not Incorporated

_____

_____
Address to which reimbursement should be sent if different from above.

The completed Employer Contract and Business Profile should be mailed by the employer to:

Name of Participating Institution
Student Employment Office
Address
City, State, Zip

OR

State Work Study
Higher Education Coordinating Board
917 Lakeridge Way
PO Box 43430
Olympia, Washington 98504-3430

WASHINGTON STATE
WORK STUDY PROGRAM

BUSINESS PROFILE

INSTRUCTIONS: Complete the form by printing or typing responses and return to the Higher Education Coordinating Board with the Employer Contract.

1. Name of business/organization:

2. IRS Federal Employer ID Number: ___ __ - __ __ __ __ __ __ __

3. Uniform Business Identifier: __ __ __ __ __ __ __ __ __

4. Owned/operated by:

5. Nature of business and description of goods or services provided. (Attach annual report or summary publication if you prefer.)

6. Describe composition of Board of Directors/Corporation, if applicable.

7. Number of years in operation: _____

8. Number of employees: Full time ____ Part time ____ State Work Study ____

9. Have you ever had a license, certificate or registration to operate a business, occupation or profession denied, suspended or revoked? If so, please explain on the back of this form.

10. Do you currently possess all licenses, certificates and registrations required by all federal, state and local laws and ordinances? If not, please explain on the back of this form.

11. Have you ever been a defendant in a consumer protection action? If so, please explain on the back of this form.

12. Have you ever been involved in a labor dispute? If so, please explain on the back of this form.

13. Does your organization participate in any political activity or have a religious affiliation? If so, please explain on the back of this form.

14. Have you experienced any cash flow problems within the past two years that would make it difficult to compensate State Work Study students on a regular basis? If so, please explain on the back of this form.

_____ _____ _____

Signature Title Date

_____

Name of Employer Representative (Print or Type)

HECB - 01/02

WASHINGTON STATE
WORK STUDY PROGRAM

JOB DESCRIPTION

A Job Description form must be completed for each State Work Study position offered by a participating employer. Instructions for completing the form are on the back of this page. Please type responses and return form to the student's school.

1. _____
Job Title

2. $ _____ to $ _____
Pay Range: Minimum and maximum pay range to be paid for this position.

3. Effective dates of this job description:_____/_____/_____ to _____/_____/_____

4. Job description: (Be specific and provide detailed description of duties.)

5. Educational benefits to be derived by students in this job:

6. Minimum qualifications: (What skills must a student possess prior to filling this job?)

7. _____
Name of employing business or organization (No abbreviated name)

_____
Address

_____
City, State and Zip Code

8. __ __ - __ __ __ __ __ __ __ __ __
IRS Federal Employer Identification Number Suffix
(Job Description will not be approved if left blank)

9. BY: _____
Signature of legally authorized representative signing time sheets

(___)_____
Phone

_____
Print name of legally authorized representative

For College/University and HECB Use Only:

10. APPROVED:_____
Signature

11. Name of College/University 12. Code

13. Percentage Reimbursement: _____%

14. Job Classification Code: _____

15. Position Number: _____

16. Special Funding Source: _____

17. APPROVED: _____
For the HECB

_____
Date

HECB - 09/00

INSTRUCTIONS FOR COMPLETING THE JOB DESCRIPTION FORM

A Job Description form must be completed for each State Work Study position offered by a participating employer. The position must be approved by the student employment office at the college/university and the Higher Education Coordinating Board before the student begins employment. Subsequent modifications must be approved before any changes may be made. If you wish to hire students from more than one college/university, you will need to submit a Job Description form to each school. The completed form should be returned to the student employment office at the college or university the student attends.

(1) JOB TITLE – You may select any job title you feel is appropriate. Choose a title that accurately describes the position. This same job title must be used on each time sheet for the student employed in this position.

(2) HOURLY PAY RATE – All State Work Study positions must receive compensation equal to the entry level salary of comparable positions (RCW 28B.12.060). Indicate the minimum and maximum pay rage expected to be paid for this position during the period of employment. Any adjustments to the hourly wage rate made during the employment period must fall within this broad pay range.

(3) EFFECTIVE DATES OF THE JOB DESCRIPTION-Indicate the date the position is available (in most cases this will be July 1). The ending date for each position may not extend beyond June 30.

(4) JOB DESCRIPTION-Give a brief, concise description of the position. You may also indicate the number of students you wish to hire in this position.

(5) EDUCATIONAL BENEFITS TO BE DERIVED BY STUDENTS IN THIS JOB-State Work Study students must be placed, whenever possible, in employment related to their academic pursuits. How will this job enhance the student's education or relate to a future career track?

(6) MINIMUM QUALIFICATIONS-Please be reminded that students use these forms to prescreen themselves. You must list all the minimum qualifications for this position and base your hiring decision on how closely the applicant meets these requirements.

(7-8) NAME OF EMPLOYING BUSINESS OR ORGANIZATION-List the name of the employer and the employer's federal identification number.

(9) SIGNATURE OF EMPLOYER'S REPRESENTATIVE-This should be the signature of the student's supervisor who is legally authorized by the employing organization to sign time sheets.

(10) COLLEGE/UNIVERSITY REPRESENTATIVE SIGNATURE-After reviewing the Job Description form from the employer, the school will approve the position. Fill in the bottom portion and forward the form to the Board for approval. The job should not be posted until the Board's approval.

(11-12) NAME OF COLLEGE/UNIVERSITY AND SCHOOL CODE-List the name of the school and the school code provided by the Board.

(13) PERCENTAGE REIMBURSEMENT-List the percentage of employer reimbursement.

(14) JOB CLASSIFICATION CODE-List the appropriate classification code from the list provided by the HECB identifying a broad range of jobs.

(15) POSITION NUMBER-The position number may be any sequence established by the college/university to assign each job description a unique number.

(16) SPECIAL FUNDING SOURCE-If a student employed under this job description will be paid from a special funding source such as CSP or Gear Up, indicate the name of the program.

(17) HECB APPROVAL-After approving the Job Description form, the HECB will sign the form and return it to the college/university for posting.

WASHINGTON STATE WORK STUDY PROGRAM
TIME SHEET

Student Employee's Name *(Print)*

1. _____
   Last First

2. ___ ___ ___ - ___ ___ - ___ ___ ___ ___
   Student's Social Security Number

3. _____
   Student's College/University

4. _____
   Student's Job Title

5. **First Day Hours Were Worked:** __ __ / __ __ / __ __
   Month Day Year

6. **Last Day Hours Were Worked:** __ __ /__ __ / __ __
   Month Day Year

7. **Record of Actual Hours Worked**

01	_____._____	16	_____._____
02	_____._____	17	_____._____
03	_____._____	18	_____._____
04	_____._____	19	_____._____
05	_____._____	20	_____._____
06	_____._____	21	_____._____
07	_____._____	22	_____._____
08	_____._____	23	_____._____
09	_____._____	24	_____._____
10	_____._____	25	_____._____
11	_____._____	26	_____._____
12	_____._____	27	_____._____
13	_____._____	28	_____._____
14	_____._____	29	_____._____
15	_____._____	30	_____._____
		31	_____._____

8. Total Hours Worked: ____ ____ ____ . ____ ____

"I hereby certify that this time sheet is a true and correct statement of hours worked by me and that I do have work study eligibility to cover my gross earnings."

9. _____
   Student's Signature

10. _____
    Date Signed (on or after last day worked)

ATTENTION EMPLOYERS

Type or complete in ink all items requested. Verify the information for accuracy. An incorrect or blank item may delay reimbursement.

This time sheet MUST be received by the student's college/university within 15 DAYS from the end of the current pay period or REIMBURSEMENT MAY BE DENIED.

Once the institution submits the time sheet to the Higher Education Coordinating Board, you should receive your reimbursement check within 3–6 weeks if no corrections are needed. At the end of the state's fiscal year, it may be 1 or 2 weeks longer.

11. Hourly Rate of Pay $ __ __ __ . __ __
12. Gross Compensation $ __ __ __ __ . __ __
13. FICA $ __ __ __ __ . __ __
14. Other Deductions $ __ __ __ . __ __
15. Net Earnings $ __ __ __ __ . __ __
16. _____
    Name of Employing Business or Organization *(Print)*
17. ___ ___ - ___ ___ ___ ___ ___ ___ ___ _____
    Firm's Federal I.D. Number Suffix

"This time sheet is a true and correct statement of the time worked by this student. The student has completed the assignment satisfactorily, continues to have work study eligibility, and has been paid by check the amount of net earnings as shown. I hereby certify, UNDER PENALTY OF PERJURY under the laws of the State of Washington, that the foregoing is true and correct" (must be signed and dated on or after last day student worked).

18. _____
    Supervisor's Signature

    _____
    Print Supervisor's Name

19. _____
    Date Signed (on or after last day worked)

---

20. Date Received by College/University _____
21. Received and Authorized by _____
22. Institution Code __ __ __ __
23. Position Number __ __ __
24. Reimbursement Rate: 65% __ 50% __ Other __

HECB - 07/01

First and second copies to institution. Employer retains third copy. *(See instructions on reverse.)*

THIS FORM AVAILABLE AT: www.hecb.wa.gov/docs/forms/timesheet.pdf

INSTRUCTIONS FOR COMPLETING THE TIME SHEET

Students: Complete the left-hand column of this form. For "First Day Hours Were Worked," enter the first day (month/day/year) in this pay period on which you worked. For "Last Day Hours Were Worked," enter the last day (month/day/year) in this pay period on which you worked. On the "Record of Actual Hours Worked," enter the appropriate number of hours worked on the line corresponding to the date that work was performed. At the end of the pay period, total up the "Total Hours Worked" and enter that figure on the designated line. READ AND SIGN THE STATEMENT regarding your certification of the hours reported and your continued eligibility for the work study program. Be sure to date the form on or after the last day worked. Give the form to your employer (supervisor).

Employers: After reading the notice in the upper portion of the right hand column of the form, type or print in ink the information regarding hourly pay rate, deductions, etc. Calculate the student's net earnings and enter that figure. READ THE EMPLOYER'S CERTIFICATION STATEMENT located in the middle of the right-hand column. Then sign, print your name, and date the form. Retain the pink copy and forward the first and second copies to the student's college or university for processing. IMPORTANT: This form must be completed accurately. Any blank or incorrect items may delay your reimbursement check. Also, the form MUST be forwarded to the student's college or university within 15 days of the end of the pay period being reported OR REIMBURSEMENT MAY BE DENIED.

College/University: Verify the information on the time sheet, and complete the bottom right-hand portion of the form. Retain the yellow copy and forward the white time sheet directly to the HECB. Use the codes below for "Institution Code." THE TIME SHEET MUST BE COMPLETED AND FORWARDED TO THE HECB AS SOON AS POSSIBLE so that the employer's reimbursement will not be delayed.

INDEPENDENT COLLEGE AND UNIVERSITY CODES (HECB Codes Assigned)

Antioch University	3080	Heritage College	3110	Seattle University	3170
Bastyr University	3090	Northwest College	3130	University of Puget Sound	3190
Cornish College of the Arts	3100	Pacific Lutheran University	3140	Walla Walla College	3200
Gonzaga University	3120	St. Martin's College	3150	Whitman College	3210
Henry Cogswell College	3280	Seattle Pacific University	3160	Whitworth College	3220

EXAMPLE

WASHINGTON STATE WORK STUDY TIME SHEET

1. Student Completes This Section

2. Employer Completes This Section

To receive prompt reimbursement from the HECB, please ensure that the form is completed accurately and forwarded within the prescribed time period.

3. College/University Completes This Section

To expedite the employer's reimbursement, please process and forward the time sheet to the HECB as soon as possible.

WASHINGTON STATE

WORK STUDY PROGRAM

Date Entered (HECB)

EMPLOYER INFORMATION CHANGE REQUEST FORM

Employer Name:_____

Employer Federal ID Number: _____

Business name and Federal ID number must match current State Work Study contract.

Employer Information: *This form cannot be used if both the Federal ID number and the business name change. A new contract must be submitted to the school.*

New Employer Name: _____

New Federal ID Number: _____

Telephone Number:_____New Contact Person: _____

New Address: _____

_____

Date Change Takes Effect: _____

Pay Rate Information: *The HECB reviews pay ranges that exceed $15.00 per hour. This form cannot be used if the job title or job duties change. A new job description must be submitted to the school.*

Name of Student's School:_____

Position Number: _____ Job Title: _____

Old Pay Range: $_____ to $ _____ Ending Date:_____

New Pay Range: $_____ to $ _____ Beginning Date:_____

Comments: _____

_____

_____

Employer Signature_____ Date _____

School's Signature _____ Date _____

Please return completed form to the student's school.

HECB - 09/00

PARTICIPATING SCHOOLS

When calling a school, ask to speak to the Student Employment Administrator.

School	City	Telephone
Antioch University	Seattle	206/441-5352
Bastyr University	Kenmore	425/823-1300
Bates Technical College	Tacoma	253/680-7020
Bellevue Community College	Bellevue	425/564-2222
Bellingham Technical College	Bellingham	360/738-0221
Big Bend Community College	Moses Lake	509/762-5351
Cascadia Community College	Bothell	425/352-8000
Central Washington University	Ellensburg	509/963-1111
Central Washington University	Lynnwood	425/640-1574
Central Washington University	Moses Lake	509/762-3603
Central Washington University	SeaTac	206/439-3800
Central Washington University	Steilacoom	253/964-6636
Central Washington University	Wenatchee	509/665-2600
Central Washington University	Yakima	509/574-6894
Centralia Community College	Centralia	360/736-9391
Clark Community College	Vancouver	360/992-2000
Clover Park Technical College	Lakewood	253/589-5800
Columbia Basin College	Pasco	509/547-0511
Cornish College of the Arts	Seattle	206/726-5151
Eastern Washington University	Cheney	509/359-6200
Edmonds Community College	Lynnwood	425/640-1500
Everett Community College	Everett	425/388-9100
Gonzaga University	Spokane	509/328-4220
Grays Harbor Community College	Aberdeen	360/532-9020
Green River Community College	Auburn	253/833-9111
Henry Cogswell College	Everett	425/258-3351
Heritage College	Toppenish	509/865-8500
Highline Community College	Des Moines	206/878-3710
Lake Washington Technical College	Kirkland	425/739-8100
Lower Columbia Community College	Longview	360/442-2311
North Seattle Community College	Seattle	206/527-3600

School	City	Telephone
Northwest College	Kirkland	425/822-8266
Northwest Indian College	Bellingham	360/676-2772
Olympic Community College	Bremerton	360/792-6050
Pacific Lutheran University	Tacoma	253/531-6900
Peninsula Community College	Port Angeles	360/452-9277
Pierce Community College	Lakewood	253/964-6500
Renton Technical College	Renton	425/235-2352
Saint Martin's College	Lacey	360/491-4700
Seattle Central Community College	Seattle	206/587-3800
Seattle Pacific University	Seattle	206/281-2000
Seattle University	Seattle	206/296-6000
Seattle University Law School	Seattle	206/398-4300
Seattle Vocational Institute	Seattle	206/587-4950
Shoreline Community College	Seattle	206/546-4101
Skagit Valley Community College	Mt. Vernon	360/416-7600
South Puget Sound Community College	Olympia	360/754-7711
South Seattle Community College	Seattle	206/764-5300
Spokane Community College	Spokane	509/533-7000
Spokane Falls Community College	Spokane	509/533-3500
Tacoma Community College	Tacoma	253/566-5000
The Evergreen State College	Olympia	360/866-6000
University of Puget Sound	Tacoma	253/879-3100
University of Washington	Bothell	425/352-5000
University of Washington	Seattle	206/543-2100
University of Washington	Tacoma	253/692-4000
Walla Walla College	College Place	509/527-2615
Walla Walla Community College	Walla Walla	509/522-2500
Washington State University	Pullman	509/335-3564
Washington State University	Spokane	509/358-7500
Washington State University	Tri-Cities	509/372-7000
Washington State University	Vancouver	360/546-9788
Wenatchee Valley Community College	Wenatchee	509/662-1651
Western Washington University	Bellingham	360/650-3000
Whatcom Community College	Bellingham	360/676-2170
Whitman College	Walla Walla	509/527-5111
Whitworth College	Spokane	509/777-1000
Yakima Valley Community College	Yakima	509/574-4600

GLOSSARY

Award Amount: A State Work Study award is the amount of money a student can earn to help pay for school. The award amount is the total amount the student can earn, not just the employer's share.

Award Letter: A letter or form from the student's school that indicates that a student is eligible for State Work Study. The letter should clearly state the award amount and the starting and ending dates of the award.

Comparable Wages: An hourly rate of pay equal to the entry-level rate of non-student employees performing similar duties within the employing organization. Factors for determining comparability include major duties and responsibilities, distinguishing characteristics, judgment required, and skills and knowledge required to do the job. The nature of the work will determine appropriate pay rate, not student status or minimum qualifications.

Displacement of Regular Employees: In general, State Work Study student employees may not fill positions that have been filled by regular employees during the current or prior calendar or fiscal year.

Eligible Employer: An employer that meets all of the conditions for participation in the State Work Study Program.

Employer Contract: The contract between the employer and the Higher Education Coordinating Board for the State Work Study Program.

Employer ID Number: See "Federal Identification Number."

Employer Information Change Request Form: A form used by the employer to update the program about changes in the business information, job description, or student pay rate.

Federal Identification Number: A number assigned by the federal government that is used for tax identification. This number is the primary identification number for the State Work Study Program and must be included on all State Work Study time sheets submitted for reimbursement.

Federal Withholding Tax: An amount withheld from employee wages each pay period, according to the number of allowances claimed by the employee on the W-4 form. Only employees who did not have to pay income tax last year and who do not expect to pay tax this year may claim an exemption. If this is the case, the W-4 form must be completed annually, by February 15th of each year.

FICA (Federal Insurance Contribution Act): Social Security taxes levied against the employer and the employee. The employer must withhold and pay the employee's share of the tax. For more information, contact the U.S. Internal Revenue Service.

Financial Need: See "Need."

Higher Education Coordinating Board: The Washington state agency responsible for administering the rules and regulations of the State Work Study Program.

Hours, Maximum Allowable: During the academic year, students are allowed to work an average of 19 hours per week. This amount may be averaged over the course of the academic period with consent from the school. If the award is high enough, students may work up to 40 hours per week during the summer and over school breaks.

Industrial Insurance, Washington State: A tax, also called Workers' Compensation or Medical Aid, paid by the employer on behalf of workers to cover job-related injuries or illnesses. Contact the Washington State Department of Labor and Industries for more information.

Institution: The generic word used to describe all facilities of higher education, whether universities, colleges, vocational education institutions, or other campuses teaching post-secondary courses. In this handbook, the words "college" and "school" are used interchangeably.

Institution, Independent: An independently-funded, non-profit college or university accredited by the Northwest Association of Schools and College.

Institution, Public: A publicly funded college, university, or technical school.

Job Description Form: A form on which the employer describes the duties of the job, the educational benefits derived from performing the work, the minimum qualifications required to perform the job, and the pay rate.

Job Fair: An event sponsored by a campus to bring together employers and students looking for positions.

Monitoring the Award: Keeping track of the total amount a student may earn to ensure the limit is not exceeded. Generally, the award is the gross amount the student may earn. An employer needs to monitor the total amount earned, not the employer's share.

Need: The amount of financial aid a student must have in order to pay college costs.
A standard formula is applied to a student's specific circumstances. The school determines the amount of the student's financial need.

Package/Financial Aid Package: A mix of grants, loans, state and federal Work Study, scholarships and other aid awarded by the school to meet the student's need for funds to pay college costs. See "Award Amount."

Pay Rate: An hourly wage, appropriate within the organization's own scheme, for work performed. See "Comparable Wages."

Referral Form: A form completed by a school, which shows the student's Work Study award amount and the starting and ending dates of the award.

Reimbursement: The funds paid to an employer for the state's share of the wages the employer has already paid to the State Work Study student employee.

State Wide Vendor Number: A number assigned by the Office of Financial Management when an organization submits an application for Electronic Funds Transfer.

Supervision: The act of overseeing the daily work of a State Work Study student employee in a reasonable manner to ensure that the duties of the position are performed safely and the student gains educational benefits from the work.

Unemployment Insurance, Washington State: An employer-paid benefit, which may or may not apply to State Work Study employees. For more information, contact the Washington State Department of Employment Security.

Uniform Business Identifier: A number assigned by the Department of Licensing when an organization submits an application for a Master Business License.

RESOURCES

PEOPLE

Student Employment Administrator
Area Colleges or Universities
(A complete list is available on pages 22-23.)

Higher Education Coordinating Board
Financial Aid Division
State Work Study Program Office
917 Lakeridge Way SW
P.O. Box 43430
Olympia, WA 98504-3430
Phone: (360) 753-7800
Web site:
www.hecb.wa.gov/financialaid/SWS/SWSindex.asp
E-mail: sws@hecb.wa.gov

PUBLICATIONS

Information on Washington State Business Licensing Requirements

Operating a Business in Washington, Rules and Regulations
Washington State Dept. of Licensing
Master Licensing Division
P.O. Box 9034
Olympia, WA 98507
Phone: (360) 664-1400
Web site: www.dol.wa.gov

Information on Federal Withholding Tax

Employer's Tax Guide, Publication 15, Circular E
IRS Employment Taxes,
"Supplement to Publication 15"
U.S. Internal Revenue Service
Ogden Service Center
Ogden, UT 84201-0002
Phone: 1-800-829-3676 or 1-800-829-1040
Web site: www.irs.gov

Information on FICA or Social Security Rules

Social Security and Your Employees
U.S. Dept. of Health and Human Services
Social Security Administration
Office of Public Inquiries
6401 Security Boulevard, Room 3-C-1
Operation Building
Baltimore, MD 21235
Phone: 1-800-772-1213
Web site: www.ssa.gov

Information on Washington State Industrial Insurance (Workers' Compensation)

Employer Guide to Industrial Insurance
Washington State Dept. of Labor and Industries
P.O. Box 4140
Olympia, WA 98504-4144
Phone: (360) 902-4736
Web site: www.wa.gov/lni/

Information on Unemployment Insurance

Unemployment Insurance Information for Employers
Washington State Dept. of Employment Security
Tax Branch Division
P.O. Box 9046
Olympia, WA 98507-9046
Phone: (360) 902-9360
Web site: www.wa.gov/esd/
E-mail: bwistfall@esd.wa.gov

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WASHINGTON
HIGHER
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