

Work Study Office  
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Seattle, WA 98195-5882  
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## WORKDAY PAY SCHEDULE & WORK STUDY HIRING INSTRUCTIONS AUTUMN 2019

Work Study employees are hired in Workday by the employing department. Please refer to ISC's User Guide, [www.isc.uw.edu](http://www.isc.uw.edu)

1. The employing department will initiate the hiring process in Workday for a new Work Study employee. **Federal Work Study** will be the “**organization assignment**” to choose in the pull-down box. Once the Workday hire is routed to the Work Study Office, we will make the final determination if a position can be funded with “state” Work Study. Use **June 12<sup>th</sup>** as the end date for most hires since this is the last day Work Study students are eligible to work for the 2019 – 2020 school year. **(The Criminal Conviction and Civil Finding History Information form required for a job applicant falling under CAAL/DOH regulations are to be retained by the department with all other hiring documents.)**
2. Before the Workday hire is approved, the “**Award Verification Form**” must be completed, signed, and returned to the Work Study Office. It must correspond with an approved job description.
3. Work Study students can work a maximum of 19 hours per week. They can work during winter break if they have continued Work Study eligibility for winter quarter. This may reduce the award amount available for subsequent quarters. Increases may not be granted once the total award is exhausted. The last day Work Study funds can be earned is June 12, 2020.
4. If a student works on an official holiday, they will be paid at their regular hourly rate. **DO NOT REPORT HOLIDAY HOURS UNLESS THE STUDENT ACTUALLY WORKS THOSE DAYS.** Official University of Washington holidays for fall quarter are November 11, 28, 29 and December 25, 2019.
5. The department will be charged 40% of the gross pay. It is the responsibility of the employer to monitor student earnings. You will be notified if earnings have exceeded the student's award. The department will be responsible 100% for paying those earnings on an hourly basis. You will also be notified if the student's award has been revised or canceled and the department will have to pay 100% for earnings during a period of ineligibility.

OVER

**WORKDAY PAY SCHEDULE**  
**Autumn 2019**

<u>Pay Period</u>	<u>Due Date</u>	<u>Paycheck Available</u>
Oct 1 - Oct 15	Oct 16	Oct 25
Oct 16 - Oct 31	Nov 1	Nov 8
Nov 1 - Nov 15	Nov 16	Nov 25
Nov 16 - Nov 30	Dec 1	Dec 10
Dec 1 - Dec 15	Dec 16	Dec 24
Dec 16 - Dec 31	Jan 1	Jan 10

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**Work Study earnings are taxable and students must report them to the IRS for tax purposes. If a student withdraws from the current quarter, FICA (Social Security Taxes) will be deducted and the earnings will no longer be covered by Work Study funds.**

**It is recommended that Work Study students follow this schedule as much as possible. Work Study students should not submit multiple pay periods at one time. This may result in our inability to pay those hours because a student is no longer eligible or it is too late in the quarter to process them.**

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