Finding a Work Study job is a self-referral process. The Work Study Office provides listings of approved Work Study jobs. You select the jobs you want to apply for and contact the employers for an interview. There are a wide variety of jobs to choose from in the categories of on-campus, off-campus, Student Life, City of Seattle, Jumpstart, and America Reads.

**YOU WILL NEED TO DO THE FOLLOWING:**

1. Obtain a Work Study AWARD VERIFICATION FORM. This document verifies your Work Study eligibility. Keep this form until you are hired.
2. Review the job listings online at [www.workstudy.uw.edu](http://www.workstudy.uw.edu).
3. Contact the employers for interviews. Take your AWARD VERIFICATION FORM with you on each interview, but give it only to the employer who hires you. He or she will complete the hiring information.
4. Read the WORK STUDY INFORMATION, which can be found at [www.workstudy.uw.edu](http://www.workstudy.uw.edu). It provides you with all the information about the program and your responsibilities as a student employee.
5. If you do not find a job in your field of interest, under some circumstances it is possible to develop a new job. If you choose to do this, contact the Work Study Office for instructions. Generally, acceptable employers and positions can be approved within one week after the paperwork has been submitted.

**THINGS TO REMEMBER**

1. If you decide not to use your Work Study award, please notify the Office of Student Financial Aid. Your Work Study award may be cancelled if it appears that you are not working (an employer has not returned your Award Verification Form).
2. The employment period is October 1, 2019 through June 12, 2020. Work Study employees can work a maximum of 19 hours per week when classes are in session. Your award amount and the pay rate of the job for which you are hired will determine the number of hours you can work each week (see “work schedule” section of the WORK STUDY OVERVIEW). You must not exceed the total award amount on your Award Verification Form that indicates “gross” earnings.
3. You can continue to work winter break as long as you are awarded Work Study for winter quarter. This may reduce the award amount available for subsequent quarters. Increases may not be granted once the total award is exhausted.
4. Work Study earnings are taxable and must be reported 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.
5. By federal regulation, all individuals employed in the United States are required to provide documentation showing eligibility to work. Your employer will let you know what documents are required (for example, birth certificate, Social Security card, driver’s license). You should have these documents available for your employer to review.

6. If you are receiving Public Assistance, all earnings including Work Study should be reported to your financial worker as they may affect your eligibility.

7. You must maintain your enrollment and also complete a minimum number of credits each quarter that you receive aid. If you fail to complete the minimum credit requirements or withdraw from school, the Work Study award will be canceled and the employer will be notified that your eligibility has been terminated. You must also continue to demonstrate sufficient financial need, so any changes in personal or financial circumstances may affect Work Study eligibility.

WORKDAY PAY SCHEDULE

Autumn 2019

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Due Date</th>
<th>Paycheck Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1 - October 15</td>
<td>October 16</td>
<td>October 25</td>
</tr>
<tr>
<td>October 16 - October 31</td>
<td>November 1</td>
<td>November 8</td>
</tr>
<tr>
<td>November 1 - November 15</td>
<td>November 16</td>
<td>November 25</td>
</tr>
<tr>
<td>November 16 - November 30</td>
<td>December 1</td>
<td>December 10</td>
</tr>
<tr>
<td>December 1 - December 15</td>
<td>December 16</td>
<td>December 24</td>
</tr>
<tr>
<td>December 16 - December 31</td>
<td>January 1</td>
<td>January 10</td>
</tr>
</tbody>
</table>

NOTE: Workday is the HR/Payroll System for tracking time for hours worked to receive payment. The employing department will initiate the hiring process in the system. Helpful guides and videos are available at www.isc.uw.edu.

It is recommended that you follow the 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 these hours because you are no longer eligible, or it is too late in the quarter to process them.