Fall/Winter Work-Study Program

The Fall/Winter 2006-2007 academic period begins on September 5, 2006. Students may begin working on this day, which is the first day of classes.

Enrollment Status

To be eligible for Fall/Winter Work-Study, students must be enrolled at least half-time for the academic period (6 credit hours per term for undergraduates and 4 credit hours per term for graduate students) before they may begin their Work-Study jobs. Wait-listed courses DO NOT count when determining enrollment levels.

Reimbursement Procedures

1. The Work-Study Program Payroll Report Form must be completed for each day a student works.
2. Make a copy of the student’s paycheck as soon as it is issued.
3. Complete the Off-Campus Agency Reimbursement Invoice. Up to ten students may be listed on the invoice. The invoice should be returned to the Student Employment Office (an unsigned Invoice will be returned) along with the payroll report form(s) and a copy of the paycheck(s).
4. The invoice must be completed and submitted within 21 days of the end of the pay period. Invoices received after the 21 days will not be reimbursed.

Bill Signed to Increase Minimum Wage

As a result of legislation signed by Governor Jennifer Granholm, workers earning the state’s minimum wage will get a raise in October.

The minimum rate will climb from $5.15 an hour to $6.95 an hour, the first increase in about nine years. The legislation calls for the rate to rise to $7.15 an hour in July 2007 and to $7.40 an hour in July 2008.

We encourage all employers with jobs contained within the Job-X System to edit each job with pay rates less than $6.95 an hour. In order to allow for a smooth transition, we are requesting that pay rates be updated by September 29, 2006. If pay rates are not updated by October 1, 2006, the Student Employment Office will automatically increase pay rates to reflect the hourly wage rate increase.

62% Work-Study Reimbursement Continues

During the Fall/Winter 2006-2007 academic period, employers will be reimbursed at a rate of 62%. For example, if an employer hires a Work-Study student for the Fall/Winter 2006-2007 academic period at a rate of $8.00 per hour, the employer will pay the student only $3.04 an hour, while the Work-Study funding source (either the federal government or the State of Michigan) pays the remaining $4.96. If you have any questions regarding reimbursement rates, please feel free to contact our office.

Remember the Student Employment Web Site Provides:

- Forms and information to complete the hiring process.
- A Work-Study tracking sheet to help employers keep track of student’s earnings.
- A Work-Study calculator to determine how many hours a student can work for you.
- An important dates section that provides payroll schedules specific to the academic period.
**Hiring Materials**

The following forms must be completed before a student begins working in a Work-Study position.

**Federal Agencies:**
- U of M Student Temporary Employment Form – 37000S * (retain a copy for your records)
- Job Certification Form * (retain the pink copy)
- Tax Withholding Forms
- INS Form I-9 * (retain for your records)

**Private and Public Agencies:**
- Job Certification Form * (retain the pink copy)
- Tax Withholding Forms * (retain for your records)
- INS Form I-9 * (retain for your records)

**Important Fall/Winter Dates**

- **September 5, 2006** The Fall/Winter Work-Study program begins.
- **September 18, 2006** Last day for Summer invoices.
- **December 22, 2006** Final day of the Fall-only Work-Study program.
- **January 4, 2007** The Winter term Work-Study program begins.
- **January 22, 2007** Last day for Fall invoices.
- **April 26, 2007** Final day of the Fall/Winter Work-Study program.
- **May 28, 2007** Last day for Winter invoices.

**MONITORING STUDENTS’ WAGES: It’s Up to You!**

It is the employer’s responsibility to monitor student earnings. Before hiring a student, please confirm his or her Work-Study award*. If a student’s earnings exceed the amount of his or her Work-Study award, we will be unable to reimburse employers for the overage. For tools to help monitor wages, see the Fall/Winter tracking sheet and the Work-Study calculator at www.studentemployment.umich.edu/content.aspx?cbkid=27.

*If a student’s award changes, it is the student’s responsibility to make the employer aware of the change.