Fall/Winter Work-Study Program
The Fall/Winter 2009-2010 academic period begins on September 8, 2009. 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 21 days will not be reimbursed.

The Work-Study Update
The Student Employment Office is happy to announce the Work-Study Update, the first of its kind newsletter written specifically for Work-Study students. Created and written by students for students, the Update provides valuable information about Work-Study and campus employment. The first issue of the Update was published in June 2009 and distributed to students with Work-Study awards for the 2009-2010 school year. Topics covered include:
- How students can use their Work-Study awards
- What student employment is like on the UM-Ann Arbor campus
- How student employment can be a positive aspect of a student’s college education
- Myths associated with working while in college

Two additional issues of the Update were published over the summer. Beginning this fall, the newsletter will be published once per semester. Each new issue will be posted on the Student Employment Office Web site, and students will receive an announcement and link by email when a new issue is available. Visit the SEO site any time to see the most recent issues!

Quick and Easy Tip: University and Work-Study Employers’ Manage Job Page
If you want to clear the View Applicants section of this page for a particular job posting and you are certain that you will not be hiring any of the students who have submitted Student Data Applications for your job, you can simply move the job to the Storage Mode (please keep in mind that all applicant information will be lost).

Once the View Applicant queue is cleared and you decide not to hire a student(s) for the job, there is nothing further that you need to do and you may keep the posting in the Storage Mode. However, if a student is working in the job, we suggest that you manage the posting and place it in the Review Mode.
Hiring Materials
The following forms must be completed before a student begins working in a Work-Study position.

**Federal Agencies:**
- Page 9 of the online Student Employment Application (e-signature page)
- Job Certification Form (retain pink copy)
- Tax Withholding Forms (to be completed by student online and electronically submitted)
- INS Form I-9 (retain a copy 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)

Remember – the Student Employment Web Site Provides:
- A Work-Study tracking sheet to help employers keep track of students’ earnings
- A Work-Study calculator to determine how many hours a student can work
- An Important Dates section that includes payroll schedules specific to the academic period

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**60% Work-Study Reimbursement is back!**

Employers will be reimbursed 60% of wages earned by all students employed under the federal or state Work-Study program again this year (the employer’s share of the wages is only 40%). If an employer hires a Work-Study student for the Fall/Winter 2009-2010 academic period at a rate of $10.00 per hour, the employer will pay the student only $4.00 an hour, while the Work-Study funding source (either the federal government or the State of Michigan) will pay the remaining $6.00. If you have any questions regarding reimbursement rates, please feel free to contact the Student Employment Office.

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**Important Fall/Winter Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>September 8, 2009</td>
<td>The Fall/Winter Work-Study program begins.</td>
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<tr>
<td>September 18, 2009</td>
<td>Last day for Summer invoices.</td>
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<tr>
<td>December 23, 2009</td>
<td>Final day of the Fall-only Work-Study program.</td>
</tr>
<tr>
<td>January 6, 2010</td>
<td>The Winter term Work-Study program begins.</td>
</tr>
<tr>
<td>January 22, 2010</td>
<td>Last day for Fall invoices.</td>
</tr>
<tr>
<td>April 29, 2010</td>
<td>Final day of the Fall/Winter Work-Study program.</td>
</tr>
<tr>
<td>May 28, 2010</td>
<td>Last day for Winter invoices.</td>
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</tbody>
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**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.