



Student Employment Office  
University of Michigan  
2500 Student Activities Building  
515 East Jefferson Street  
Ann Arbor, MI 48109-1316  
(734) 763-4128

FALL / WINTER 2011-2012

# OFF-CAMPUS STUDENT EMPLOYMENT NEWSLETTER

E-mail: [student.employment@umich.edu](mailto:student.employment@umich.edu)

Web site: [www.studentemployment.umich.edu](http://www.studentemployment.umich.edu)

## Fall/Winter Work-Study Program

The Fall/Winter 2011-2012 academic period begins on **September 6, 2011**. 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 beginning 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 10 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.

## 60% Work-Study Reimbursement Is Back!

Employers will be reimbursed 60 percent 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 percent). If an employer hires a Work-Study student for the Fall/Winter 2011-2012 academic period at a rate of \$10 per hour, the employer will pay the student only \$4 an hour, while the Work-Study funding source (either the federal government or the State of Michigan) will pay the remaining \$6. If you have any questions regarding reimbursement rates, please contact the Student Employment Office.

60%

### 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**).

#### **View Applicants**

1184 applications have been submitted for this job, 1184 of which are new.  
» [View Applications](#)

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.

#### **View Applicants**

No applications have been submitted for this job.

## 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 submitted electronically)
- INS Form I-9 (retain a copy for your records)

### Private and Public Agencies:

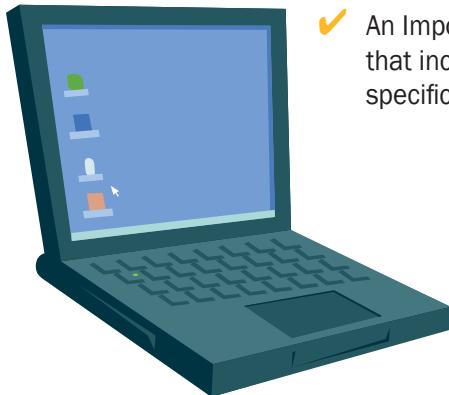
- Job Certification Form (retain the pink copy)
- Tax Withholding Forms (retain for your records)
- INS Form I-9 (retain for your records)

## 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



## Important Fall/Winter Dates

**September 6, 2011**

Fall/Winter Work-Study program begins



**September 19, 2011**

Last day for Summer invoices

**December 22, 2011**

Final day of the Fall-only Work-Study program

**January 4, 2012**

Winter term Work-Study program begins

**January 23, 2012**

Last day for Fall invoices



**April 26, 2012**

Final day of the Fall/Winter Work-Study program

**May 29, 2012**

Last day for Winter invoices

## MONITORING STUDENTS' WAGES: **It's Up to You!**

Employers are responsible for monitoring 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](http://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.