



# UST Work-Study Program



University of St Thomas  
Office of Scholarships and Financial Aid  
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<http://www.stthom.edu/financialaid>

# What is the College Work-Study Program?

The Work-Study Program is designed to offer students with financial assistance while providing some work experience.

The program is funded from three sources:

1. The Federal Government (Federal Work-Study Program)
2. The State (Texas Work-Study Program)
3. The University Student Employment Program

Students who demonstrate financial need may qualify for Federal or Texas Work-Study awards. Students apply through the Financial Aid office and are notified of the amount of Work-Study awarded prior to the beginning of each semester. They then seek employment on campus or off-campus with participating non-profit organizations and are paid wages up to the amount awarded.

Students who do not qualify for Federal or Texas Work-Study may still qualify for the University Student Employment program. All they have to do is seek student employment on campus.



## Where can students work?

Most student employment is found on campus. Students may inquire directly with a department for a possible opening or they may browse Career Service's online job posting website.

Students who qualify for the Work-Study Program may also seek employment off-campus through the Community Service Work-Study Program. This program places UST students with not-for-profit agencies in and around the city of Houston. This is a great way to earn wages while helping another organization. The Office of Scholarships and Financial Aid coordinates employment opportunities with the Community Service Work-Study Program. A list of participating organizations will be available at the Office of Scholarships and Financial Aid or via their online website.

## Why participate in the Off Campus Work-Study Program?

Unlike 'Regular Student Employment,' the Federal and Texas Work-Study Program is the only means of earning money that will not impact your FAFSA's Expected Family Contribution (EFC) and your future financial aid awards.

The bottom line is:

- Utilize your Federal or Texas Work-Study Award
- Protect your future EFC
- Earn job-related experience in the field in which you are majoring in

# How do I get a Work-Study job?

Because the Federal and Texas Work-Study Programs are heavily regulated, we, as an institution, need to make sure we are following the appropriate guidelines so that UST and future students can keep benefiting from the program. To secure employment you must take the following steps:

1. Obtain your '**Work Study Employment Form**' from the Office of Scholarships and Financial Aid. Keep in mind that this form has an expiration date and it is normally the last day of the Spring semester.
2. Visit Career Services and Testing Center's website and create an account with their online job search engine, UST Connect. Browse current job listings for 'work-study' positions. Find a job you are interested in and note the contact information.
3. Set up an interview with the job that you are interested in so that you may discuss the position, and if hired discuss the work assignment and schedule your work hours.  
**\*\*TAKE THE 'Work Study Employment form' TO THE INTERVIEW WITH YOU.\*\***
4. Give the '**Work Study Employment Form**' to the employer who has hired you so that they can complete their section. It is recommended that you make a copy of this form for your records. *If you are returning to a previous Work-Study position, ask your supervisor to sign the 'Work Study Employment Form', review your work assignment, and schedule your work hours.*
5. Return the '**Work Study Employment Form**' to the Office of Scholarships and Financial Aid as soon as possible. If this form is not submitted, the accounting process of your paycheck will be effected.
6. If you are a new student employee to UST and have never participated in the Work-Study Program, visit the UST Human Resources Office to complete employment paper work.. **BE SURE TO BRING YOUR DRIVER'S LICENSE, YOUR UST ID, AND YOUR SOCIAL SECURITY CARD WITH YOU.**



## Important things to know and remember:

- Discuss your job description and your work abilities.
- Discuss and agree on days and hours of work
- Discuss Departmental rules for confidentiality
- If a serious problem arises, such as workplace drug abuse, breach of confidentiality, theft, harassment, sexual harassment or workplace violence, immediately alert the Human Resources Department for immediate action.
- The University of St. Thomas is an at-will employer, which means that non-contract employees, including student employees, can be terminated for any or no reason without notice.

## How will I get paid?

Every pay period, you and your supervisor must review and sign your student timesheet and forward it to the Human Resources Office. Time sheets and pay schedules are available in the Human Resources Office.

All time sheets submitted late may not make the payroll and you may not receive a paycheck until the following pay period.

You will be paid on the fifteenth and last day of the month. Your paycheck or direct deposit statement will be available at the Human Resources Office after 8:30.

# Student Responsibilities:

You are responsible for understanding the following information regarding your Work-Study award. Please keep for future reference:

1. You may not under any circumstances work in excess of eight hours in a single day and no more than 39 hours a week.
2. You may not work before or after the effective dates of your employment form.
3. You will be paid only for hours actually worked. You do not get paid for lunch hours, vacation days, or sick days. Your earnings may be taxable and depends on the amount of your earnings.
4. Your award is not a guarantee and is subject to change due to received additional financial aid or forecast of potential earnings. Award may also change due to hours worked in excess of the weekly hours assigned.
5. You are encouraged to work a maximum of 20 hours per week, but you may work up to 39 hours per week.
6. You are responsible for insuring that your 'Work-Study Employment Form' is signed by you and your supervisor and submitted to the Office of Scholarships and Financial Aid in a timely manner before your first time sheet is submitted.
7. Awards are for the Fall and Spring semesters only. The Office of Scholarships and Financial Aid will determine eligibility for the students continued employment in either semester including summer.
8. You must notify your supervisor if you are going to be late or absent in reporting.
9. You may not transfer to another department without prior permission from the Work-Study Coordinator.
10. You will be terminated from your position of any of the following reasons:
  - Complete withdrawal any time during the semester.
  - Receiving funds from another source that meets your financial need without the Work-Study award.
  - Failing to maintain satisfactory academic progress (SAP).
  - Unsatisfactory job performance.
11. It is highly recommended that you attend the student worker orientation that is held through the Office of Career Services. Please contact the Office of Career Services for details.

Please remember that your primary obligation here is that of a student. If at any time during the semester you feel that your job is interfering with your classes or study time, you should discuss the possibility of cutting back or terminating your hours with your supervisor and the Office of Scholarships and Financial Aid. *If your termination is due to unsatisfactory job performance, the Office of Scholarships & Financial Aid may require you to attend workshops and/or seek career counseling through the Career Services department.*

## Contact List

Lety Gallegos, *Assistant Director/CWS*  
Lynda LeClair, *Assistant Director*  
Jan-Louson Abasolo, *Financial Aid Counselor*  
Salomon Medina, *Financial Aid Counselor*  
Nancy Limon, *Front Counter Assistant*  
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## College Work Study

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