



**WASHINGTON STUDENT  
ACHIEVEMENT COUNCIL**  
EDUCATION › OPPORTUNITY › RESULTS

# State Work Study

Program Updates and Portal Walkthrough  
Webinar

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# Agenda

SWS Operational Updates &  
Expenditures

Portal Walkthrough Demonstration



# 2022-23 SWS Operational Updates

## **As a result of the 2023 Legislative Session:**

- SWS Appropriation remains at \$7.8 million.
- No changes to legislatively-directed employer matching requirements or SWS reimbursement rates.
- Continued focus on improving alignment between SWS and federal assistance programs, like the Supplemental Nutrition Assistance Program, which is the Basic Food Program otherwise known as SNAP administered by the Department of Social and Health Services (DSHS).



## 2021-22 SWS Expenditure Profile

- Slightly over \$10 million in gross earnings; over \$2.9 million in employer match.
- 3,496 students earned an average of \$2,963 in SWS dollars.
- 38.1% earned by students attending public four-years
- 28.6% earned by students attending private four-years
- 33.2% earned by students attending public two-years
- 91% of gross SWS earnings earned on-campus, 9% earned off-campus.
- 91% earned by undergraduate students, 9% by graduate students.



# Current SWS Status

## Percent of allocation expended by year to date

	Research	Comprehensive	Private 4-year	CTC	Tribal	Total
6/13/23	79.88%	46.95%	52.32%	34.46%	0%	50.1%
6/13/22	86.53%	51.84%	61.06%	46.29%	0%	56.97%
6/13/21	55.82%	56.37%	58.67%	55.77%	56.61%	56.68%
6/13/20	65.45%	65.31%	73.52%	75.2%	19.74%	71.25%
6/13/19	79.01%	60.13%	71.22%	78.51%	70.51%	73.46%



# SWS Portal Updates – Private Institutions

## **Contracts/Job Descriptions & Timesheets**

- Employers can submit contracts & job descriptions online in the portal.
- Colleges are notified when contracts are submitted and approved, WSAC must approve these contracts.
- Colleges are also notified of new job descriptions, which must be approved by both WSAC and institution.
- Private Institutions now submit timesheets directly to the portal using CSV file format.
- Private Institutions perform monthly timesheet reconciliations in the portal.



# SWS Portal Updates – Public Institutions

## Contracts

- Employers can submit contracts for public colleges in the portal.
- Colleges are notified when contracts are submitted.  
*WSAC or colleges may approve these contracts.*
- Public college job descriptions are not posted to the portal, employers are advised to contact colleges instead.

## Cash Requests

- Cash request page for public colleges has been updated, but functionality remains the same.



# SWS Portal Updates – Public Institutions

## **Year End Report and 3 Percent Administrative Allowance**

- SWS Year End Report is now done in the Portal, no more PDF.
- Portal data is automatically populated.
- Automatically calculates institutional refund due, if any, and administrative allowance.
- Real time edits.
- No more signatures, Portal uses login ID.





# SWS Portal Updates

## **Topics to be demonstrated**

- Employer application review/approval
- Job description review/approval
- Time sheet upload
- Time sheet reconciliation
- Fund balance
- Public cash request
- Year end report



Thank You!

We appreciate all that you do!

If you have any questions about SWS,  
please contact us at:

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