



State Work Study (SWS) Employer Update

COVID-19 Emergency Rule Update

The emergency rule enacted in 2020 enabled institutions to reclassify state work study awards as general financial aid as long as students met SWS eligibility and were work ready based on the institution's definition. The intent was to provide as much flexibility and support as possible to our students, employers, and institutions during the challenging times of the pandemic. After careful review of program policies & students returning to campus, WSAC/SWS will return to normal operational procedures beginning with the 2022-23 academic year. The option to convert SWS awards to grants will no longer be allowed beginning with the 2022-23 academic year. Institutions where the summer is the last term of the current 2021-22 academic year may continue to award using the emergency rule.

Important 2021–22 Time Sheet Reimbursement Information

The 2021–22 state fiscal year ends on June 30, 2022. To avoid possible denial of reimbursement, please submit all 2021–22 time sheets (for the period July 1, 2021–June 30, 2022) to the college your student employee attends by the deadline established by the college, or by July 15, 2022, whichever is earlier. If your pay period crosses over the state fiscal year, you must submit two separate time sheets for hours worked in June and July. For example, if your pay period runs June 5–July 4, you must submit one time sheet for June 5–June 30, 2022, and one for July 1–4, 2022.

2022–23 SWS Employer Renewal Process

Thank you in advance for completing the updated employer renewal process and continuing your participation in SWS during fiscal year 2022–23. In order to better protect your data and to fully comply with state information technology security rules, SWS instituted a more robust employer log-in process for contract renewals. The process ensures that only authorized users can make changes to your SWS employer account.

Please contact SWS directly (see contact info below) if you require assistance completing the 2022–23 SWS employer renewal process.

2022 Legislative Session

The 2022 Legislative Session ended on April 25th, 2022. There were no changes made to SWS policies or funding in the 2022–23 supplemental budget, with the program appropriation remaining at \$7.8 million per year.

2022-23 Minimum SWS Wages

Initiative 1433, passed in November 2016, directed higher state minimum wages for all Washington employees beginning on January 1, 2017, and increasing incrementally as follows:

- \$14.49 per hour as of January 1, 2022
- Each January 1 thereafter, as adjusted by the rate of inflation.

Please note that employers in localities with higher minimum wages than the state minimum (Seattle and SeaTac currently) must ensure compliance with the higher local minimum wage.

Thank you for continuing to ensure that your SWS student employees' hourly pay rates comply with all applicable minimum wage requirements.

Questions? Contact Us

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