WASHINGTON STUDENT ACHIEVEMENT COUNCIL
EDUCATION · OPPORTUNITY · RESULTS

STATE WORK STUDY PROGRAM MANUAL

2016-17

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State Work Study

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STATE WORK STUDY
2016-17 PROGRAM MANUAL

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WELCOME to the electronic 2016-17 State Work Study (SWS) Program Manual. Electronic-only manuals allow for real-time updating during the year, save significant printing and mailing costs, and reduce waste.

A key advantage of the electronic manual is that you can find anything you are looking for quickly and easily using "Ctrl-F" on your keyboard. When you hold down both keys, a search box will open in the upper left corner of your screen. Just type in the word or term you are looking for and you will be directed to all occurrences located within the manual.

UPDATES FOR 2016-17
STATE WORK STUDY (SWS) PROGRAM MANUAL

There were no changes made to SWS program policies or the 2016-17 appropriation within the supplemental operating budget passed during the 2016 Legislative Session.

The 2016-17 SWS appropriation remains at $7.8 million.

Please note the following important reminders on 2016-17 SWS operations:

- **SWS Reserves**
  - Allocations are based on the institution's calculated percentage of available program resources as adjusted by historical utilization performance.
  - 2016-17 SWS initial allocation notification letters will be emailed to institutions no later than June 15, 2016.
  - Initial allocations represent approximately 75 percent of an estimated final allocation amount for 2016-17.
  - Once 2015-16 SWS activity is fully complete, typically in early August, allocations will be recalculated and adjusted to ensure that institutions receive 100 percent of the appropriate amount.
  - Please note that significant opportunities to redistribute SWS funds throughout 2016-17 are not anticipated.

- **Employer Match Rates**
  - 2016-17 employer types and associated maximum reimbursement and minimum match rates will remain at 2015-16 levels, as follows:

Employer Type	Reimbursement/Match
For-profit	**40%** maximum SWS program reimbursement **60%** minimum employer match contribution
Public institutions, on-campus **Private institutions, on-campus** **Governmental agencies: city, county, state, federal**	**60%** maximum SWS program reimbursement **40%** minimum employer match contribution
Non-profit community service providers **School districts** **STEM** - businesses whose primary business activity is in the fields of science, technology, engineering, and/or mathematics	**70%** maximum SWS program reimbursement **30%** minimum employer match contribution

  - Institutions must apply appropriate minimum matching rates/maximum employer reimbursement rates per employer type as described above.
  - SWS contract renewal instructions will be mailed to all employers with active 2015-16 contracts in the portal beginning in May 2016.
  - All employers must have approved and active 2016-17 SWS contracts and job descriptions prior to students earning SWS dollars between July 1, 2016 and June, 30, 2017.

- **Comparability with Local Minimum Wages**

  SWS comparability rules require that SWS student employees are paid comparably to what a non-student would earn in the same position.[1]

  When local laws require a higher minimum wage, the minimum wage for SWS students working both on and off-campus within that locality must be aligned with local minimums in order to maintain comparability.

Seattle

As of January 1, 2016, the City of Seattle required the following minimum wages for Seattle-based employees:

- For employers with less than 500 employees, a minimum of $12 per hour.
- For employers with 500 employees or more, a minimum of $13 per hour.

Additionally, the ordinance requires annual increases through the year 2021—raising the city minimum for all employers to $15 an hour by that point in time.

As of January 1, 2017, the minimum wage for Seattle-based employers will again increase:

- For employers with less than 500 employees, the minimum will increase to $13 per hour.
- For employers with 500 employees or more, the minimum will increase to $15 per hour.

SeaTac

As of January 1, 2016, the City of SeaTac required a minimum wage hourly wage of $15.24.

As of January 1, 2017, SeaTac's current minimum wage will be increased by the rate of inflation.

Tacoma

As of February 1, 2016, the minimum hourly wage within Tacoma city limits increased to $10.35.

As of January 1, 2017, the minimum hourly wage within Tacoma city limits will increase to $11.15.

[1] RCW 28B.12.040; RCW 28B.12.060(5)(b); WAC 250-40-030(6)(c); WAC 250-40-050(2); WAC 250-40-070(3)(a)

WSAC expects all affected SWS institutions and employers to continue to ensure the comparability of SWS wages and to therefore align minimum SWS pay rates with any new minimums as required by local ordinances for non-student employees.

For private institutions participating in SWS, WSAC will not process employer reimbursements for affected employers if the hourly wage is less than the proscribed minimum.

For public institutions participating in SWS, please note that SWS pay rates are subject to audit.

For all participating institutions, WSAC encourages you to work directly with employers subject to higher local minimum wages to revise affected job descriptions to ensure maintained compliance with SWS wage comparability rules.

In order to assist institutions with this requirement, WSAC communicates minimum wage guidance to affected SWS employers in advance of local changes.

- **Washington Application for State Financial Aid (WASFA)**

  Students completing the WASFA may be eligible for SWS. If the student is authorized to work in the United States as a result of participation in the Deferred Action for Childhood Arrivals program (DACA), can demonstrate residency and need via the WASFA, and meets all other SWS eligibility criteria, the student would be eligible for SWS.

- **Other Policy Reminders**

  Non-residents remain ineligible for SWS in 2016-17.

  Due to the loss of Federal Title IV funding formerly incorporated into the SWS program, SWS earnings no longer meet the federal definition of the type of income that can be excluded from income benefit calculations for federally funded assistance programs.

Profile of State Work Study Recipients by Sector, 2014-2015

		All Institutions	Four Year Public	Four Year Private	CTC
Percent of All Recipients		100 %	31 %	28 %	41 %
	Number	4,473	1,375	1,269	1,832
	Total State Work Study Received	$12,529,400	$3,975,389	$3,779,957	$4,774,054
	Average State Work Study Received	$2,801	$2,891	$2,978	$2,605
	Total Aid Received	$101,952,488	$29,195,497	$49,802,981	$22,954,010
	Average Total Aid Received	$22,793	$21,233	$39,246	$12,529
Age					
	Under 21	45 %	50 %	62 %	29 %
	21-23	17 %	25 %	16 %	13 %
	24-29	18 %	15 %	14 %	23 %
	30-34	7 %	4 %	4 %	11 %
	35-39	4 %	2 %	2 %	8 %
	40 and Over	8 %	3 %	3 %	17 %
	Median Age	21	20	20	25
Gender					
	Male	36 %	36 %	31 %	39 %
	Female	64 %	64 %	69 %	61 %
WA Residency					
	Resident	100 %	100 %	100 %	100 %
	Nonresident	0 %	0 %	0 %	0 %
Fall Term Enrollment Status					
	Full-time	89 %	96 %	96 %	79 %
	Part-time	8 %	3 %	3 %	15 %
	Not Enrolled	3 %	1 %	1 %	7 %
Year in School					
	Freshman	15 %	7 %	12 %	23 %
	Sophomore	38 %	12 %	16 %	72 %
	Junior	14 %	22 %	26 %	0 %
	Senior	23 %	46 %	30 %	1 %
	5th Year/Unclassified/Other	2 %	1 %	1 %	4 %
	Graduate/Prof	8 %	12 %	15 %	0 %
Race/Ethnicity*					
	Black/African American	6 %	7 %	4 %	7 %
	Asian	9 %	14 %	8 %	7 %
	Native Hawaiian/Pacific Islander	1 %	1 %	1 %	1 %
	American Indian/Alaska Native	1 %	2 %	0 %	1 %
	Hispanic Origin	14 %	18 %	9 %	14 %
	White	54 %	53 %	52 %	56 %
	Two or More Races	4 %	2 %	3 %	5 %
	Other	2 %	1 %	3 %	3 %
	Unknown	9 %	2 %	21 %	6 %
Dependent Students (Need Amounts > $0)					
	Percent of All Students	52 %	64 %	70 %	31 %
	Average Family Income	$49,611	$39,228	$71,074	$33,091
	Average Family Size	3.99	3.89	3.95	4.19
	Average EFC	$5,048	$2,813	$9,681	$1,692
Independent Students (Need Amounts > $0)					
	Percent of All Students	48 %	36 %	30 %	69 %
	Average Family Income	$13,523	$11,606	$15,175	$13,767
	Average Family Size	1.87	1.48	1.56	2.12
	Average EFC	$1,018	$797	$2,256	$728
Family Demographics					
	Married without Children	4 %	3 %	4 %	5 %
	Married with Children	6 %	3 %	3 %	11 %
	Single without Children	80 %	91 %	91 %	63 %
	Single with Children	10 %	3 %	3 %	21 %
Income					
	Below MFI	91 %	95 %	76 %	99 %
	At or Above MFI	9 %	5 %	24 %	1 %
Percent of Funds by Type					
	Grant	55 %	57 %	52 %	60 %
	Loan	31 %	28 %	40 %	16 %
	Work	14 %	15 %	8 %	25 %
Percent of Funds by Source					
	Federal (including Loans)	46 %	45 %	44 %	51 %
	State	28 %	39 %	15 %	42 %
	Institutional	24 %	14 %	38 %	6 %
	Other	3 %	2 %	3 %	2 %

Source: 2014-15 Unit Record as submitted to WSAC by institutions. The total number of need-based recipients is an unduplicated count. Many students often attend more than one institution.
*Students of Hispanic Origin are only reported in that category. All other students are reported as one of the five racial groupings or as other if only one item was reprted.

STATE WORK STUDY

2016-17 PROGRAM TIMELINE

May - June 2016	2016-17 Contract and Job Description renewal process begins – employers notified
	2016-17 75% initial allocation notifications emailed to institutions
July 2016	2015-16 Year-end reports from public institutions due July 15
	2015-16 Final cash requests due July 15
	2015-16 Final time sheets due July 15
	2015-16 Final time sheet reconciliation due July 15
	2015-16 3% administrative allowance payments to public institutions will begin once year end reports are submitted and reconciled
August 2016	2016-17 100% initial allocation notifications emailed to institutions
October 2016	2015-16 Unit Record Report (URR) data due
November 2016	2016-17 Survey round
January 2017	1099's mailed to employers who hire from private institutions
February 2017	2016-17 Survey round
May 2017	2016-17 Survey round
	2017-18 Contract and Job Description renewal process begins – employers notified

CHAPTER 1 – INSTITUTIONS

ELIGIBILITY WAC 250-40-030 (5)

To participate in the State Work Study (SWS) program, the institution must:

1. Be a postsecondary educational institution located in the state of Washington and fully accredited by the Northwest Commission on Colleges and Universities; or
2. Be a fully accredited branch campus of a member institution accredited by: Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Southern Association of Colleges and Schools, Northwest Association of Schools and Colleges, or Western Association of Schools and Colleges, that is eligible for federal student financial aid assistance, and has operated as a nonprofit college or university delivering on-site classroom instruction for a minimum of twenty consecutive years in the state of Washington; or
3. Be a public technical college in the state of Washington.
4. Participate in federal student aid programs.
5. Demonstrate continued administrative capability to administer SWS in accordance with published rules and guidelines.
6. Maintain a valid Institutional Agreement to Participate in State Financial Aid Programs.

Agreement to Participate WAC 250-40-070 (8)

The *Institutional Agreement to Participate in State Financial Aid Programs* documents an institution's commitment to abide by all program statues, rules, and guidelines.

Participating institutions must notify Washington Student Achievement Council (WSAC) within 30 days of changes in eligibility to participate in federal aid programs, accreditation status, or program review findings.

POLICIES & PROCEDURES

Each spring institutions must submit copies of their satisfactory academic progress (SAP) policy, repayment policy, student budgets, and if requested, award packaging policy for WSAC approval, in order to continue participation in state aid programs for the following fiscal year. Additional supporting documentation may be requested.

Satisfactory Academic Progress WAC 250-40-040 (2) (d)

At the end of each term, the institution must review the progress of each SWS recipient to determine if the student is maintaining satisfactory progress; is on warning; or has been denied further assistance as defined in WSAC-approved SAP policy, which includes both qualitative (grade point average) and quantitative (credits and maximum time-frame) criteria. The institution's policy shall include a process for reinstating ineligible students.

Warning Status: A student who completes at least 50 percent, but less than 100 percent, of the minimum credits for which the aid was calculated and disbursed. The institution must limit the number of terms of warning allowed. A student in warning status may continue SWS employment.

Denied Status: A student who does not meet the institution's minimum qualitative (grade point average) standard, exceeds the institution's maximum time frame policy, or fails to complete at least 50 percent of the minimum number of credits for which aid was disbursed. The student is denied further participation in SWS.

Reinstatement: The financial aid administrator may document the use of professional judgment on a case-by-case basis to evaluate a student's extenuating circumstances and reinstate eligibility.

TECHNICAL ASSISTANCE

New Administrators: Institutions with new student employment administrators should contact the WSAC for training options. SWS program staff will make every effort to provide individualized training and fund-management guidance.

Supervisors: The WSAC encourages aid administrators to provide employer supervisor training including a focus on recruitment, quality job descriptions, comparable pay, interviewing, student eligibility, training and evaluation, and an overview of the SWS paperwork necessary to claim reimbursement.

REPORTS & RECORDS

Program Review WAC 250-40-070 (10)

WSAC will periodically review administrative policies and practices to ensure institutions and employers are in compliance with program rules and guidelines. If such a review reveals a failure in compliance, WSAC may suspend, terminate, or place conditions on program participation, and may require reimbursement to affected students or WSAC.

The burden for repayment is on the institution. The institution must maintain intact and accessible records of student's application, award eligibility calculation, and expenditure of SWS funds.

In addition, the following student employment records are required for program review purposes:

1. Copies of all contracts, business profiles, and job descriptions approved by the institution.
2. Documentation of wage comparability or non-comparability.
3. Completed and signed time sheet records for each pay period.
4. Records of all reimbursements made to the employer for the student.
5. Documentation of unusual expenses in over-earning situations.

Records Retention

Records relating to the SWS program must be maintained in accordance with RCW 40.14. This law requires that all documentation substantiating a student's eligibility for and receipt of SWS funds must be maintained for six years in accordance with the Washington State's Record Retention Schedule.

If an institution keeps its records in an electronic format, it must maintain source documents supporting the calculations and rationale for the student's award, as well as the required information listed above.

Should the institution electronically store source documentation via an imaging management system, the institution's imaging policy must be approved by WSAC, and meet the standards outlined for Washington State Archives by the Office of the Secretary of State. Those requirements can be found at the State Archives website.

Unit Record Report

Each institution participating in the SWS program is required to submit a Unit Record Report (URR) for each student who received federal, state, or other financial aid on the basis of financial need.

When reporting SWS information, use actual earnings (gross wages) not just the reimbursed portion of the wages. The format requires separate reporting of on and off campus earnings. In cases where the institution acts as "employer of record," the preference is for these earnings to be reported as off campus. SWS's most recent student profile based on URR information is available in the front section of this manual.

SWS Data Compilation WAC 250-40-070 (7)

WSAC will request periodic reports on predicted SWS funding needs to ensure a proper distribution of funds among participating institutions.

WSAC will periodically gather information describing the students served and student employment details for program evaluation and in response to legislative inquiries.

Public Institution Fiscal Reporting

Monthly Expenditures & Cash Requests: Using the cash request feature of the WSAC's online portal, institutions must report both the amount of funds expended to date and the amount of funds required to reimburse SWS employers. **Cash requests are due once a month**. The institution must submit expenditure information even if not requesting funds.

Year End Report: Institutions must submit an annual expenditure report at the end of the fiscal year by the WSAC specified deadline, usually mid-July. In order to determine the public sector administrative allowance, WSAC considers this report final, even if the institution subsequently amends reported expenditures. An institution forfeits all claims for reimbursement of compensation paid to students not included on the Year End Report.

Administrative Allowance: *(see Chapter 4)* WAC 250-40-070 (5)
Subject to the availability of funds, public institutions will be provided an administrative allowance equal to 3 percent of the institution's annual SWS expenditures. The allowance is to be used for costs associated with direct administration of the SWS program.

IRS Reporting: Institutions are responsible for producing the IRS 1099 form for SWS reimbursements made to for-profit non-incorporated employers, sole proprietors and partnerships. See Chapter 3 – Employers for more information.

Private Institution Fiscal Reporting

Private institutions must reconcile reimbursed time sheets, at least every 30 days, using the reconciliation feature of WSAC's online portal. Institutions must notify WSAC staff of discrepancies between institutional and WSAC records.

MAINTENANCE-OF-EFFORT WAC 250-40-070 (6)

State funds provided under this program may not replace institutional funds that would otherwise support student employment.

INSTITUTIONS AS EMPLOYERS

See Chapter 3 – Employers, for detailed requirements for institutions participating in the SWS program as employers.

CHAPTER 2 – STUDENTS

ELIGIBILITY

To participate in the State Work Study (SWS) program, a student must be eligible and awarded SWS funds by the institution. To be eligible, a student MUST:

- Submit an approved FAFSA (Free Application for Federal Student Aid) or WASFA (Washington Application for State Financial Aid), for DACA (Deferred Action for Childhood Arrivals) students
- Be a resident of the state of Washington
- Demonstrate financial need
- Enroll at least half-time in an eligible program
- Maintain satisfactory academic progress
- Not owe a repayment or be in default in any state or federal aid program
- Not pursue a theology degree
- Be authorized to work in the United States

False information: Any student awarded SWS funds as a result of a willfully false statement or failure to reveal any material fact, condition, or circumstance affecting eligibility will be subject to applicable civil and criminal penalties.

Washington Residency RCW 28B.15.012-013

Students are eligible to receive SWS service if they are *residents* of the state of Washington as defined in RCW 28B.15.012-013.

Residency determinations for SWS should follow the same process as your institution employs to determine residency for State Need Grant (SNG) purposes.

Washington Student Achievement Council (WSAC) requires institutions to resolve any conflicting residency information between their financial aid, admissions, and registration offices.

Financial Need WAC 250-40-040 (1) (a) & (2) (a-c)

The student must demonstrate *financial need* as calculated using the Federal Methodology formula. Financial need is the difference between the student's Cost of Attendance and the family's ability to pay these costs as determined by the Expected Family Contribution (EFC) from the FAFSA.

WASFA-based need calculations are based on a similar methodology as used in the FAFSA. The student's award(s), in combination with other forms of aid, may not exceed the calculated financial need.

Foster Youth WAC 250-40-040 (3) (a)

Students, who are *former foster youth*, are no more than twenty-four years of age, and were a dependent of the state of Washington at the time they turned eighteen—as defined in RCW 28B.92.060 (6)—should be prioritized for SWS funding. Institutions that have exhausted their funds may contact WSAC to determine if additional funding is available to serve these students.

Half-Time Enrollment in Eligible Program WAC 250-40-040 (1) (b)

The student must enroll at least half-time as an undergraduate, graduate, or professional student. *Half-time* is one-half of the credit or clock hours defined by the institution as full-time progress.

Students must enroll in an *eligible program,* approved by the U.S. Department of Education for participation in Title IV financial aid programs, which leads to either:

- An associate, baccalaureate, undergraduate professional, or graduate degree.
- A postsecondary vocational certificate or degree in a program of at least 600 clock hours, 16 semester, or 24 quarter credit hours. Program completion must prepare the student for gainful employment in a recognized occupation.

  Remedial coursework needed to prepare for degree or certificate completion requirements is permissible.

Satisfactory Academic Progress WAC 250-40-040(1) (c) & (2) (d)

Students must maintain satisfactory academic progress (SAP). Institutions determine the student's SAP status based on their WSAC-approved policy, which include both qualitative (grade point average) and quantitative (credits and maximum time-frame) criteria.

At the end of each term, the institution must examine the SAP status of each SWS recipient to determine if SWS participation can continue. See the Satisfactory Academic Progress section of Chapter 1 – Institutions, for more details.

Aid Repayment/Default WAC 250-40-040 (1) (e)

Students are ineligible if they owe a repayment on a state or federal financial aid program or are in default on a state or federal student loan program.

Theology Exclusion WAC 250-40-040 (1) (d)

Students are ineligible to receive state financial aid to pursue a degree in theology. Each institution must determine whether the student is pursuing this type of degree in light of Washington State Constitution, Article 1 § 11, that no "public money or property shall be appropriated for or applied to any religious worship, exercise or instruction."

To apply this constitutional prohibition, the institution may look to Washington Supreme Court decisions that interpret the constitutional provision as prohibiting "that category of instruction that resembles worship and manifests a devotion to religion and religious principles in thought, feeling, belief, and conduct, i.e., instruction that is devotional in nature and designed to induce faith and belief in the student."

AWARDING

Need Analysis Adjustment

The financial aid administrator may use professional judgment to adjust resources to more accurately reflect the family's individual financial situation during the academic year.

In general, adjustments shall be consistent with changes made for federal aid or the reasons for the variance shall be documented. Such adjustments include but are not limited to: reduction in income due to the job loss of the primary wage earner; death of a parent or spouse; a business closure; emergency expenses; and use of current-year rather than base-year information.

Coordination with Other Resources

Student earnings within the SWS program are no longer excluded from welfare benefit income calculations, as there are no longer integrated Federal Title IV S/LEAP funds within SWS and the exclusion was based on this factor in prior years.

Monitoring Eligibility

If a student's academic or financial aid eligibility changes, the institution will confirm the student continues to be eligible for the program. If appropriate, the institution may adjust the student's SWS award.

The institution will communicate any change in eligibility to the employer in a timely manner.

Over-Awards

The SWS award should not exceed the student's calculated need. The student will not be considered over-awarded if additional funds are received after the institution awards SWS, provided that total resources exceed financial need by $300 or less.

If a student's resources exceed their need by more than $300, the institution will take the following steps:

1. Decide if the student needs the money to pay for educational costs that were unanticipated when financial aid was awarded to the student.
2. Cancel any un-disbursed loan and/or grant, other than Pell Grant, equal to the excess earnings and terminate the student from the SWS program, (if the student's earnings still exceed need by $300). Reduce a future term award in the same award period.
3. Consider the remaining amount over-awarded for future access to aid.
4. Document the steps taken in dealing with the student's over-award.

FULL-TIME STATE WORK STUDY

The primary purpose of full-time SWS employment has been to provide students, who are not enrolled or enrolled less-than half-time, with an opportunity to save money for the upcoming period of enrollment.

Eligibility

An eligible student may work up to the 40 hours per week maximum during any one term (fall, winter, spring, or summer) in which the student is on an official break from regular class enrollment, and the student intends to enroll half-time or more in the following term.

To be eligible, the student will:

1. Demonstrate need for the upcoming term including the calculated contribution from SWS savings requirement (see Savings Requirement section below for more details);
2. Indicate intent to enroll at the institution the following term. The student's written statement is acceptable documentation; and
3. Meet other student eligibility criteria as listed in this Chapter.

A student who is enrolled half-time or more during the official break is considered to be in "student status" and is limited to working no more than an average of 19 hours per week, but does not need to meet the Savings Requirement.

If, during the break period, you learn that the student will no longer enroll half-time or more in the following term, the student must immediately stop working under SWS.

Summer Term Need Analysis

For a SWS eligible student enrolled in a summer term that begins before June 30, the institution can base need analysis either on the current or up-coming year.

Savings Requirement

Forty percent of a student's full-time SWS earnings should be applied as a resource toward upcoming educational costs. The 40 percent savings expectation cannot be replaced with an unsubsidized loan or waived in calculating PLUS Loan eligibility.

The 40 percent savings expectation can contribute to the expected family contribution (EFC) as determined through Federal Methodology (FM).

All other eligibility criteria specified in WAC 250-40-040 and restrictions on student placement and compensation specified in these guidelines apply to break period SWS program eligibility.

STUDENT RESPONSIBILITIES

Interviews

Once a student has been notified of eligibility for SWS, they may interview with eligible employers. The institution will provide the student with information regarding the job selection process.

Employment Obligations

A student employed in a SWS position accepts responsibility to fulfill employment obligations. The student will complete the student section on time sheets and submit the time sheet by the employer's deadlines. The student and supervisor will track the hours worked to prevent an over-award.

Changes in Eligibility

Students must report any changes affecting their SWS eligibility, enrollment, or financial aid status to the institution and employer.

CHAPTER 3 – EMPLOYERS

ELIGIBILITY

To participate in the State Work Study (SWS) program, eligible employers must agree to adhere to the terms of the SWS contract. The following type of employers may be eligible to participate in the program:

- Institutions of postsecondary education.
- Appropriately licensed nonprofit organizations.
- For-profit business entities (employer producing goods or providing a service for sale or release to others).
- State and federal agencies.

The following types of employers may **not be eligible** to participate:

- Any church or entity which has a direct association with a controlling sectarian organization (i.e. church sponsored day-care centers or educational institutions). However, religiously affiliated hospitals may be allowed to participate if certain conditions are met, please contact Washington Student Achievement Council (WSAC) directly for more information.
- Any employer who does not comply with appropriate federal, state, and civil rights laws.
- Any employer who will not pay comparable pay rates.
- Any elected official who would use the student's work to enhance their political goals.
- Students who own or are part owners of a business.

Positions Offered by the Employer

Work performed by a student may not be sectarian related and may not involve any partisan political activity.

Each position offered by the employer must be reviewed for compliance with the following conditions:

- The position will have a clear connection to the educational and/or career interests of potential student employees.
- It will not result in displacement of regular workers.
- The rate of pay will be comparable to that of other employees in the organization engaged in similar work, and consistent with applicable minimum wages for the locality where the student is employed.
- It will be nonsectarian and non-partisan.

It cannot be assumed any or all positions offered by an eligible employer satisfy program requirements. An employer may meet general eligibility requirements, but have positions that are not eligible. See Chapter 4 – Jobs & Wages, for more information regarding review of job descriptions.

Institutions as Employers

Public and nonsectarian private institutions of higher education do not have to complete a SWS contract in order to employ SWS students on-campus. The institution is bound by the provisions of the Institutional Agreement to Participate and all SWS rules, regulations, and guidance. See Chapter 4 – Jobs & Wages, for more information on procedures for on-campus employment at these institutions.

Full-Time Equivalents and Work Study

For state agency or public institution employers, according to the State Administrative and Accounting Manual (SAAM) issued by the Office of Financial Management (OFM) work study placements (state and federal) are not counted towards an agency's budgeted full-time equivalents (FTEs) in the state's financial system. They are to be charged in and remain in the specially created Program 690.

Out-of-State Employers

Prior approval will be granted on an individual basis by WSAC staff before a student may be employed by an out-of-state employer.

International Employers

If an employer's parent company is a foreign company, but the subsidiary company is located in the United States, that employer may be eligible as long as the student is paid in U.S. currency and is employed in the United States. Other international placements are permitted and encouraged. Contact WSAC for assistance in developing these positions.

Religiously Affiliated Employers

A Religious Affiliation Questionnaire form, used to assist in determining if an employer is religiously affiliated, is located in Chapter 7 - Resources. The employer should submit a copy of their Articles of Incorporation and By-Laws with the form.

Religiously affiliated hospitals may now be eligible to participate in SWS in certain circumstances. Please contact WSAC directly for specific procedures.

EMPLOYER SELECTIONS

Institutions, and students with the institution's permission, should develop SWS jobs with eligible employers following required job placement priorities (Chapter 4 – Jobs & Wages).

Institutions or students may base their selection of an employer on the following criteria:

1. Nature of the business and/or position.
2. Employment opportunities compatible with institutional role and mission.
3. Educational experience for the student.
4. Environment that enhances the learning experience.
5. Training in areas of future career opportunity.
6. Employer's past compliance with program requirements, such as supervision, time sheet timeliness, and fiscal solvency.

Employer Handbook

To assist in promoting the program to potential employers, an Employer Handbook is available on the WSAC website at: www.wsac.wa.gov/employers.

EMPLOYER CONTRACT

Off-campus employers interested in hiring SWS students must enter into a contract with WSAC or a public institution acting as its agent. The contract and business profile confirm eligibility to participate and willingness to comply with all program requirements, including legal requirements for the WSAC, the institution, and the employer.

WSAC requires employers to complete only **one** contract to participate in the SWS program. The contract cannot be modified by employers. Students must not begin work until the employer contract and job description are approved. Work a student performs without a contract and job description in place may not be reimbursed.

The contract without renewal expires June 30 of the year it is filed. To participate in the SWS program after the initial year, an employer may complete the annual contract renewal extending the terms and conditions of the contract for the following year. See Chapter 6 – Resources for a copy of the contract.

Business Profile

All employers must complete the business profile which is included with the employer contract. The information provided on the profile is essential for determining eligibility, and the contract will not be approved without it. See Chapter 6 – Resources, for a copy of the business profile.

Institutions as Employer of Record

An institution may act as the "employer of record" even if actual placement of the student will be elsewhere. For example, a public college may, stand as the employer for a student who works off-campus, in order to ease administration.

Employer Contract Submission

Public institutions, acting as the WSACs agent, may enter into a contract with an eligible off-campus employer. The public institution should provide a copy of the approved contract to WSAC to add to the master contract list in the Portal. This allows the employer to renew their contract online in the WSACs annual renewal process.

Private institutions must submit contracts to the WSAC for final approval.

Online Contract and Job Description Renewal Process

WSAC maintains a list of SWS employer contracts in the Portal. Please refer to the WSAC portal website (https://fortress.wa.gov/wsac/portal/) to verify if an employer already has a valid contract to avoid duplicate paper work.

The annual renewal process typically begins in May. WSAC notifies each eligible employer listed in the Portal on how to renew online. The notification includes the following information:

- Renewal instructions
- Website address
- User Name
- Password

New employers submitting a contract and/or job description for the current fiscal year from **May 1** through **June 30,** will be automatically renewed for the next fiscal year.

IRS W-9 and 1099 Forms

The SWS contract also is used in place of a W-9 in order to meet IRS tax reporting requirements. The IRS considers SWS reimbursement to for-profit non-incorporated employers as income. Each active employer of this type, typically sole proprietors and partnerships, will receive an IRS 1099. **An employer in this category should be made aware of this provision.**

Public institutions are responsible for producing IRS 1099 forms for SWS reimbursements made to eligible employers. WSAC is responsible for producing IRS 1099 forms for eligible employers who hire from private institutions.

Terminating the Employer Contract

SWS contracts may be terminated by WSAC, if the employer fails to comply with its provisions or by the employer if it chooses not to continue participation.

Mediating Employer Conflicts WAC 250-40-070(10)

In the event of a conflict between an employer and a student, the institution is asked to review the terms of the contract with the employer and make every attempt to resolve the conflict. If no agreement can be reached, the institution may refer the case to WSAC staff for final resolution.

Violations of program requirements may result in corrective action requiring an employer or institution to make monetary restitution either to student employees or WSAC, as appropriate to the infraction.

ADMINISTRATIVE REQUIREMENTS

Following approval of the contract and job descriptions (see Chapter 4 - Jobs & Wages), the employer may recruit and hire SWS eligible students.

Civil Rights Laws

The Civil Rights Act (CRA) of 1964 prohibits employers from discriminating against employees and job applicants based on race, religion, sex, color, or national origin. Employers that fail to comply with the CRA face severe penalties.

Interview

As part of the interview, the student must be informed of the work requirements of the position, and the employer should be informed of the student's ability to fill those requirements so both parties have adequate information to assess the student's ability and interest in filling the position.

Supervision

The employer will agree to supervise, in a reasonable manner, work performed by the SWS student so the responsibilities of the position are fulfilled and the student realizes educational benefits from the position.

An employer may not hire a SWS student if that student will be supervised by, or have his or her time sheet signed by, a member of the student's immediate family. A participating SWS business cannot be owned in part or whole by the student.

Employee Evaluation

While not required, the completion of a student performance evaluation is recommended. An example is provided in Chapter 6 - Resources.

Vulnerable Populations

Students, who have regularly scheduled access to children, the elderly, the disabled, or any other vulnerable population, must comply with state regulations on background checks and fingerprinting.

Working in Private Homes

In most cases students cannot work in private homes. There are some businesses, where a placement could be considered if all the proper licensing, supervision, and payroll systems are present. However, the employer contract requires a supervised work experience, and a safe environment. Employment in private homes does not generally provide workplace experiences the program was created to promote.

Reimbursable Hours Worked

The employer must monitor the number of SWS reimbursable hours worked so the student does not exceed the total dollar amount of the student's award nor the weekly average hour amounts allowable under program rules.

Rest and Meal Breaks

The employer must provide student employees with appropriate rest and meal breaks as required by state labor standards as described in WAC 296-126-092.

Payment to Student

The employer must ensure a daily record of the hours worked by each student is maintained on the appropriate form, generally the SWS time sheet.

The employer must pay each student at least once a month for their total earned compensation less appropriate deductions. Payment must be made on a per-hour-worked basis, as noted in the contract, and the hourly rate of pay will be at least equal to the entry-level salary of comparable positions within the employing organization and cannot be less than the minimum wage effective in the locality where the student is employed. The student may not be compensated on a completion-of-project basis.

The only exception to this guidance is for on-campus graduate assistants. On-campus graduate assistants can be paid a salary. If paid a salary, the student must attest in writing they have worked the hours for which they are being paid. The student must be notified whenever the rate of pay increases or decreases. The student must be paid by check or direct deposit, and cannot be paid in cash in order to ensure a proper audit trail.

The employer may not claim reimbursement for the following:

- Wages earned or paid but not submitted to the institution by the specified deadline dates
- Hours worked over the students award amount
- Deductions
- Commissions
- Bonuses
- Holiday Pay
- Travel reimbursement
- Other special compensation paid to the student

Unemployment Compensation
Eligibility for unemployment compensation can only be determined by the Employment Security Department. As a general rule, SWS students may be eligible for unemployment benefits if a sufficient number of hours have been worked in the "base year." An individual must have worked 680 hours in the last four quarters to be considered eligible for unemployment benefits. These hours may be from any job(s) without regard to SWS eligibility.

FICA
Federal Insurance Contributions Act (FICA) tax is comprised of Social Security, 6.2%, and Medicare, 1.45%, for a total tax rate of **7.65%**.

FICA is administered by the Federal Government and generally requires all off-campus employers to make these deductions from the student's wages. The IRS provides for a specific "student worker" exemption to paying FICA, if students are enrolled and regularly attending class and employed at the college they attend.

Industrial Insurance (Workers' Compensation)
Employers should be advised to cover the student under their own insurance program as they provide coverage to all other employees.

State Retirement Membership
SWS students employed in positions at the same public institution they attend may be exempt from membership in the state Department of Retirement Systems (DRS).

SWS students working in positions at other public institutions or agencies are eligible for participation in the system. Participation is determined by examining the number of hours the positions represents—not the number of hours worked by the individual student. Generally, a student working in a position exceeding 70 hours per month for five of twelve months is eligible. Consult the employer's human resources personnel for distinction in definitions between "new" and "existing" positions in DRS rules.

Military Leave
Employers can only be reimbursed for hours the student worked in the areas outlined in the job description. The organization employing a student who is called for a military assignment cannot seek SWS reimbursement for those hours.

Wage Garnishment
SWS wages are considered income and therefore are subject to garnishment.

Record Keeping
The employer agrees to make its SWS payroll records available to WSAC staff or other State of Washington personnel for audit purposes.

CHAPTER 4 – JOBS & WAGES

JOB DESCRIPTIONS

Eligible employers wishing to hire SWS students must establish separate job descriptions for each available position and with each institution from which it plans to hire students.

Before approving a job description, ensure that the employer has a valid SWS contract posted in the Washington Student Achievement Council (WSAC) portal.

The job description form must be completed in its entirety and must list specific details about what duties the student will be performing and the educational benefits that will be derived from the position.

Public Institution Job Descriptions

Public institutions may use the WSAC Job Description form or a form the institution develops. However, the institution's form must include:

- Percentage of reimbursement
- Rate of pay
- A complete and accurate description of the specific job responsibilities
- Job classification code
- Minimum qualifications
- A statement on the educational benefit to be derived by the student

Public institutions are not required to have job descriptions approved by the WSAC, and may post them upon institutional approval. The institution must have a completed job description form for each position (both on-campus and off-campus) filled by SWS students.

Private Institution Job Descriptions

Private institutions must use WSAC Job Description forms for all positions filled by SWS students.

Private institutions must ensure that employers have fully completed the form with detailed information on job duties and educational benefits that clearly align with student academic or career interests.

Once the initial review is completed, the institution must complete the bottom portion and submit the form to the WSAC for final approval and processing.

A copy of the approved job description will be emailed to the institution for posting and a copy will be emailed to the employer for their records. All jobs that have been approved will be listed in the portal.

Private Institution Position Numbers

Private institutions assign position numbers to distinguish each job. For example, a company may employ multiple students in the same position; and the institution should assign the same position number, for example 123, for all students in the same position. However, many employers have multiple distinct positions and each of these should have a distinct position number to associate it with the specifics of that job.

Please assign three-digit position numbers for all SWS placements, from 001-999.

Classification Codes for all Institutions

The job classification code list contains job titles for a wide array of positions. There are 32 job classification codes and each code includes a brief description of jobs within each code. Institutions will identify a classification code from this list and include the code on each job description form.

The data are used to identify the kinds of jobs SWS students are working. For this reason, care should be taken to ensure the job classification code used on each job description form matches that particular job.

JOB PLACEMENT PRIORITIES WAC 250-40-040 (3) (a-c) & (4)

In order to meet the required priorities in placement, the institution may determine which eligible students it will award through the SWS program. Institutions may offer priority in SWS program job placement to full-time students.

Institutions must establish procedures to make employment opportunities available to eligible students, as funds allow, using the following **placement priorities**:

- Please note that currently only students who are *residents* of the state of Washington as defined in RCW 28B.15.012-013 are eligible for SWS funding and placement.
- Students who are *former foster youth*, are no more than twenty-four years of age and were a dependent of the state at the time they turned eighteen as defined in RCW 28B.92.060. Institutions which have exhausted their funds may contact the WSAC to determine if additional funding is available to serve these students.
- Placements should directly relate to the student's academic or vocational pursuits whenever possible.
- Placements should provide opportunities for off-campus experience whenever appropriate, including positions in community service and high-demand fields.
- Placements that meet Washington's economic development goals especially those in international trade and relations. Other desirable occupational areas include: science technology and research, engineering, computer science, manufacturing and production, health care, mathematics, and teaching.

Elements of an Excellent Placement

- Provides relevant and beneficial work experience to the student.
- Exposes students to the realities of work in the career field the student is pursuing.
- Interaction with professionals in career paths relevant to the student.
- Pay rates are comparable to what a non-student would earn in the same position.
- Opportunity to exercise knowledge, skills and abilities gained from the classroom, while at the same time receiving on-the-job training.
- Flexible work schedules that accommodate the needs of both students and employers.

ACADEMIC CREDIT

The SWS program provides work experience which directly relates to the student's academic or career interests whenever possible. Institutions are encouraged to offer academic credit for experience gained through the student's SWS program employment.

RESTRICTIONS ON PLACEMENT AND COMPENSATION

The institution may not recruit an employer who will deny work or subject a prospective student employee to different treatment on the grounds of race, color, sex, national origin, or any other discriminatory practices prohibited by federal or state laws.

Displacement

Employment of SWS students may not result in displacement of employed workers or impair existing contracts for services.

The following rules apply when determining if displacement is present:

1. Students employed by public institutions of postsecondary education cannot fill positions currently or formerly occupied by classified employees.
2. In cases of governmental agencies, students may fill positions which have been vacated as a result of previously implemented adopted reduction-in-force policies in response to employment limitations imposed by federal, state, or local governments.
3. Students cannot fill positions which have been occupied by regular employees during the current or prior year. Use either calendar year or fiscal year, according to the employer's budgetary period.

   Positions funded through special work incentive programs are not considered regular positions. Therefore, those positions may be filled as they become available without violating the SWS program displacement regulations.

4. Placements cannot impair existing contracts for services, violate any applicable collective bargaining agreements, or fill any positions that are vacant because the employer's regular employees are involved in a labor dispute.

   Labor dispute is defined as: "Any controversy concerning terms or conditions of employment, or concerning the association or representation of persons in negotiating, fixing, maintaining, changing, or seeking to arrange terms or conditions of employment, regardless of whether or not the disputants stand in the proximate relation of employer and employee." The more common meaning of a labor dispute is a strike, lockout, or other joint job action such as a sickout.

5. When working with employers, institutions will determine whether or not any pertinent collective bargaining agreements exist, and the extent to which such agreements would allow employers to hire students in accordance with this section.

Relationship to Formula Staffing

Public institutions may not budget or use SWS program funds in a manner which results in increases to formula staffing limitations specifically mandated by the Legislature.

Rate of Pay

With the exception of on-campus graduate assistants, students must be paid hourly, and cannot be compensated on a contractual or per-project basis. Students must be notified when their rate of pay has been increased or decreased.

If on-campus graduate assistants are paid a salary, they are not required to complete a time sheet, however they must attest in writing they have worked the hours they are being paid for.

Labor and Industry re-calculates the state's minimum wage in September, and it takes effect the following year on January 1. The 2016 Washington minimum wage is **$9.47**.

If the locality in which a SWS student is employed has a higher minimum wage requirement than the state's minimum wage, the SWS student must be paid at a rate no less than the minimum wage required for non-student employees in that locality (please see the SWS Update at the beginning of this manual for specific locality information).

Commissions, bonuses, holiday pay or other special compensation must be paid in full by the employer, and treated by the institution as a resource in the financial aid package.

COMPARABILITY

The hourly rate of pay for all SWS students must be at least equal to the entry level rate for non-student employment positions within the employing organization and no less than the minimum wage in the locality in which the student is employed.

General Comparability Provisions

To determine comparability of a SWS position to a regular position, the following attributes of the position will be considered:

1. Overall scope and responsibility.
2. Level of duties and responsibilities.
3. Basic functions.
4. Distinguishing characteristics.
5. Judgment required.
6. Knowledge, skills and abilities required to do the job.

The nature of work performed determines comparability, as opposed to part-time or student status. Minimum qualifications may not be used as a primary factor in determining comparability.

If a comparable position does not exist within the employing organization, the student must be paid an hourly rate of pay, in keeping with the duties and responsibilities of the position, as appropriate within the employer's pay schema, and no less than the minimum wage for non-student employees in effect in the locality in which the student is employed.

WA State Human Resources Classifications WAC 250-40-050 (2)

On-campus SWS positions at public institutions must be comparable to a job classification under the Washington State Human Resources (HR) classification plan and receive equal compensation. Information can be obtained at the HR website.

While public technical colleges maintain individual personnel systems, they observe the same principle in applying comparability standards. The schemas are sufficiently comprehensive to encompass nearly all positions, with the exception of established exemptions, such as teaching assistants, research assistants, etc.

Public Institutions – Documenting Non-Comparability

Public institutions must identify each position that is not comparable to a HR classification and document its reason of non-comparability and keep in the student's file. The issue of comparability must be considered independently of funding concerns.

In assessing comparability between SWS program positions and work classified under HR, the following expectations should be taken into consideration:

1. "Student status" or enrollment status may not be construed as proof of non-comparability nor be considered as a part of a comparability test.

2. Students who fill positions comparable in scope to work classified by HR will be paid the prescribed hourly wage rate for that class,[1] regardless of the institution's policy for paying other students or part-time employees, and at a hourly rate no less than the minimum wage in effect in the locality in which the student is employed.

3. No one task or duty should be isolated in determining comparability or non-comparability. The primary test for comparability between SWS program positions and HR classified positions is determined from an analysis of the duties and responsibilities described in the appropriate class specification.

   To determine comparability, the specification should be considered in its entirety, with a major emphasis being placed on the level of work described within the *Definition, Distinguishing Characteristics,* and *Typical Work* sections of the HR specification.

4. Even though public institution governing boards may exempt certain categories from HR jurisdiction, the SWS program requires comparable classifications and wage rates. A job class describes the level of work anticipated for the positions encompassed in a class. Although some job classes encompass several hundred positions, each of which may have a significantly different position description, each is appropriately allocated to the class.

   If the overall scope and responsibilities of a SWS position meet the requirements of the *Definition, Distinguishing Characteristics,* and *Typical Work* of a HR specification, the SWS position shall be considered comparable.

   The fact that a SWS position is assigned a single task listed in the typical work section of the specification shall not of itself determine whether comparability exists. Professional judgment will be required to determine whether some SWS positions are comparable to a position classified by HR. The financial aid administrator should seek the assistance of the campus human resources department determining comparability.

5. The institution will determine comparable pay rates for SWS program placements, in accordance with program rules, regulations, and guidelines, which cannot be less than the minimum wage in effect in the locality in which the student is employed.

[1] "Class" – One or more positions sufficiently similar with respect to duties and responsibilities that the same descriptive title may be used with priority to designate each position allocated to the class; that the same general qualification requirements are needed for performance of the duties of the class; that the same schedule of pay can be applied with equity to all position in the same class under the same or substantially the same employment conditions.

6. Placements that are considered to be non-comparable are not subject to HR wage rates, but must meet all other wage comparability guidelines as outlined in this Chapter. All other placements will be comparable, allocated in accordance with the HR schema, and paid at the rate established for the classified position, and no less than the minimum wage in the locality in which the student is employed.

   Determination of comparability is an institutional responsibility. Neither student status nor part-time status may be factors in determining comparability. Administrators are encouraged to seek the assistance of institutional human resources staff and WSAC in meeting SWS comparability standards.

   Non-comparability with HR classifications must be documented. The classification of SWS program positions, the institution's determination of comparability to HR classifications, and the rate of pay assigned each position are subject to audit.

Exempt Academic and Tutorial Placements

To qualify as an exempt academic or tutorial placement, more than 50 percent of the work must involve imparting knowledge to students, conducting research or data analysis under the direction of an instructing supervisor who is a regular employee of the institution. The work will be performed in an instructional department or program.

Tutorial or research positions not supervised by regular employees of the institution or instructional departments or programs, may still qualify as an exempt academic or tutorial placement. To qualify, the institution should examine the quality of supervision and the job description. Both criteria should be at least equal to that regularly expected of placements in academic departments. There is no exception to the minimum 50 percent rule.

MAXIMUM HOURS REIMBURSED

To maintain eligibility for SWS employer reimbursement, undergraduate and graduate students must be enrolled at least half-time and may work no more than an average of 19 hours per week.

In the case of on-campus graduate assistants, the average of 19 hours per week is extended to 20 hours per week.

During vacation periods included in the period of the SWS award, the student may work up to 40 hours per week. See Chapter 2 – Students for more information regarding full-time and summer SWS.

Student wages paid by employers for hours worked beyond these maximums cannot be reimbursed with SWS program funds.

Cooperative Education/Internship

If a student is enrolled in a cooperative education/internship program requiring employment for more than the average 19 hours per week, the following steps should be taken to ensure the student does not exceed the 19 hour per week average.

1. Total the number of hours worked during the cooperative education/internship experience, including any other SWS employment during the period of enrollment for which the student received an award. Divide the total number of hours worked by the number of weeks in the period of enrollment for which the student has a SWS award.

2. If the number of hours worked does not exceed the 19 hour average over the period of enrollment, the student may work until the award is exhausted or the maximum has been reached.

3. If the number of hours exceeds the 19 hour average over the period of enrollment, the student has reached the maximum number of hours for SWS eligibility. SWS reimbursement will not be made for the additional hours worked.

4. The institution should document or be prepared to reconstruct the detail for program review purposes.

Multiple Position Restrictions

A student may not exceed an average of 19 hours per week when concurrently employed in either two SWS program positions or in a SWS program position combined with a Federal Work Study (FWS) position.

The only exception to the 19 hour per week average is for on-campus graduate assistants, who may work an average of 20 hours per week.

TYPES OF WORK PROHIBITED

Work performed by a student under the SWS program cannot be sectarian-related nor can it involve partisan political activities. Questions concerning the eligibility of specific positions should be referred to SWS program staff. See Chapter 3 – Employers for more information regarding allowable positions.

EMPLOYER REIMBURSEMENT RATES

Employer types and associated reimbursement rates are as follows:

Employer Type	Reimbursement Rate
• For-profit	**40%**
• Public institutions • Private institutions • Governmental agencies - city, county, state, & federal	**60%**
• Non-profit community service providers • School districts • STEM - businesses whose primary business activity is in the fields of science, technology, engineering, and/or mathematics	**70%**

SWS contract renewal instructions will be mailed to all employers with active 2015-16 contracts in the WSAC portal in May 2016.

All employers must have approved and active SWS contracts and job descriptions prior to students earning 2016-17 SWS dollars. Institutions must apply appropriate reimbursement rates per employer type as described above and should ensure that their employers are aware of what level of match they will be expected to provide before allowing students to earn SWS funds in 2016-17.

Please remember that the reimbursement rate applies only to gross student wages, the employer share of employee benefits remain the responsibility of the employer.

Employer Share of Student Compensation

The employer must pay 100% of gross student wages and benefits prior to reimbursement. The employer will then be reimbursed a percentage of gross wages per the employer type categories listed on the previous page.

Please remember that the employer is responsible for the employee benefits costs, including all payments due as an employer's contribution under the State Workman's Compensation laws, federal Social Security laws, State Retirement Laws, and other applicable law. (See Chapter 4 - Jobs & Wages for additional information).

Limitation on the Federal Work Study (FWS) Program as Employer Match

The FWS program may not be used to provide the employer share of student compensation within the SWS program, nor may SWS program funds be used to provide the employer share of student compensation within the FWS program.

CHAPTER 5 – REIMBURSEMENTS

Initial Reserve

Each spring, the Washington Student Achievement Council (WSAC) sends a Reserve Notice and Conditions letter with the institutions' initial allocation of funds for the upcoming fiscal year. This is followed by a final allocation notice, as soon as possible, once all program expenditures from the preceding fiscal year are finalized. Whenever WSAC can provide funding increases, each institution must formally accept the allocation increase or request a smaller allocation. The financial aid administrator shall sign and return the Reserve letter to WSAC by June 30.

Supplemental Fund Requests

Throughout the year, typically in November, February, and May, institutions have the opportunity to request or return SWS funds. WSAC staff will email a memo and provide instructions for the survey to request or return funds. Institutions are asked to respond on each survey, regardless if a change to the funding level is requested. Supplemental awards will be made on a funds-available basis.

Return of Funds

As soon as the institution knows it will not use its entire SWS allocation, it must notify WSAC and return the unused funds. The sooner the institution returns the funds to WSAC the easier it is to redistribute those funds to institutions with students in need.

Responsibility for Over-Commitment

An institution that exceeds its allocation of funds should submit its own reimbursements to affected employers at the previously established reimbursement rate.

Monitor Expenditures

SWS staff monitor institutional expenditures to ensure proper distribution and full utilization of funds. If it is determined an institution is unable to utilize all of the funds allotted for its students, SWS staff, following communication and consultation with the institution, may reduce the institution's allocation accordingly.

EMPLOYER REIMBURSEMENT – PRIVATE INSTITUTIONS

Employers should submit two copies of the time sheet at least monthly to the institution. Private institutions will verify time sheet data, assign appropriate position numbers, and submit time sheets in a timely manner to WSAC for reimbursement. Time sheet data is entered into the portal by SWS staff and then processed for reimbursement.

Student employment administrators will certify the accuracy of the time sheet prior to submitting it to WSAC for reimbursement. The original (white) copy should be forwarded to WSAC **within five days of receipt** for reimbursement to the employer. See Chapter 6 – Resources for edits to perform **before** time sheets are submitted to WSAC.

SWS staff will contact the institution by email or phone regarding time sheets with errors. The institution shall resolve errors with the employer and contact SWS staff with the corrected time sheet information within one week. Failure to submit corrections within the specified timeframe may result in institutional liability for employer reimbursement.

Time sheets can be requested from SWS staff or can be downloaded on the WSAC website.

ELECTRONIC TIME SHEET REIMBURSEMENT

Institutions are encouraged to apply to submit time sheets electronically. For more information contact SWS staff. The electronic time sheet process is subject to all standard compliance procedures established for the SWS program and referenced in this SWS program manual. Electronic processing is the preferred method for time sheet submission.

WSAC reserves the right to review records, reports, processes, and/or procedures for the electronic time sheet process at any time. WSAC also reserves the right to suspend, limit, or terminate electronic time sheet submission with any institution at any time. Institutions may terminate this process at any time.

Submission of Initial Backup Records

To establish the accuracy of time sheet batch submissions, the institution will submit original time sheets for the first five electronic batches at a minimum. SWS staff may request additional paper copies of time sheets and may conduct random sampling and compliance reviews at any time during the year.

Certifying Official

At the onset of the process, the institution will submit the name of the institutional official acting as the Student Employment Administrator for the purpose of electronic time sheet processing.

Sample Certification & Authorization

Each electronic time sheet submission will consist of an email message with the certification on the next page inserted into the body, along with an attached file of records.

Each attached transaction will consist of all the data contained in the agreed-upon record layout, which includes and identifies the institution code and the year for which the reimbursement is being claimed.

The person submitting the email is the designated official. The unique identifier for the batch submission will be a combination of the email address with the received date and time. The number of records must be listed.

Sample Certification

I hereby authorize these (insert #) time sheet records as claims for employer reimbursement and certify the data being submitted for each student record in this batch is accurate and complete. This certification includes confirmation all claims in this batch are for the same fiscal year, and all of the initial time sheet edits have been performed.

I further certify the edits for each student claim includes:

1. The time sheet has been date stamped by the institution.
2. Confirmation of each student's eligibility.
3. The sum of total hours recorded for Record of Actual Hours Worked is equal to Total Hours Worked.
4. The Total Hours Worked multiplied by Hourly Rate of Pay is equal to Gross compensation. (**Special Note:** The hourly rate of pay can only have two places after the decimal. If an employer submits a time sheet with a pay rate of more than two decimal places, truncate after the hundredth. The Gross Compensation should then be adjusted.)
5. The employer has made the appropriate FICA and other deductions.
6. The student and supervisor signatures are in ink and dated on or after last day worked.
7. Any alterations to: Record of Actual Hours Worked, Total Hours Worked, and Gross Compensation by the institution are fully documented and initialed on the time sheet record.
8. The correct position number is provided.
9. The authorized institutional employee has signed each individual time sheet for the reimbursement claim.

SECURING STATE FUNDS – PUBLIC INSTITUTIONS

Cash Requests/Expenditure Reports

Public institutions must submit a cash request each month. The cash request must report actual program expenditures, and must be submitted even if the institution will not request cash. In general, the institution may only request enough funds to disburse within 30 days.

The cash request cannot exceed the institution's allocation for the current fiscal year. If the institution expends funds beyond the SWS allocation it may need to use institutional funds to cover the overage.

Time Sheets

Public institutions may use the WSAC time sheet, or may use their own. Public institutions may weigh their own need for a particular type of time sheet against the additional complexity for off-campus employers participating with various institutions.

At a minimum, a time sheet recording the number of hours worked per day by each student during each pay period must be on file.

The time sheet must include:

1. Employer certification with a perjury statement verifying the student was paid.
2. Student's full name.
3. Social Security Number.
4. Position title.
5. Pay rate.
6. Record of hours and days worked for each pay period.
7. Student and supervisor certification statement that the student worked the hours submitted on the time sheet.
8. Student and supervisor signatures and dates, gross pay, and name of institution.

Net Deductions

Net deductions are not a required element for public on-campus time sheets if the information can be obtained from institutional records. Net deductions are a required element for time sheets for all off-campus employers.

Payer of Record for Off-Campus Employer

If a public institution has made special arrangements with an employer whereby the institution pays the student in full and bills the employer for the employer's share, the certification of payments by the employer is not required.

Each public institution must have a record of payments made to employers for the state's share of student compensation.

TIME SHEET REIMBURSEMENT

The employer must pay the student first, and **then** claim reimbursement for the state's share of student compensation. In order to receive reimbursement, the employer must submit the time sheet form within 15 days after the pay period.

A copy of the time sheet form is located in Chapter 6 - Resources. The time sheet must indicate the employer has paid the student in full, minus appropriate deductions.

Once the time sheet has been submitted to the public institution, or WSAC, on behalf of the private institutions, the employer will be reimbursed for the state share of the student's compensation as quickly as possible.

EMPLOYER REIMBURSEMENT RATES

Employer types and associated reimbursement rates are as follows:

Employer Type	Reimbursement Rate
• For-profit	**40%**
• Public institutions • Private institutions • Governmental agencies - city, county, state, & federal	**60%**
• Non-profit community service providers • School districts • STEM - businesses whose primary business activity is in the fields of Science, Technology, Engineering, and/or Mathematics	**70%**

SWS contract renewal instructions will be mailed to all employers with active 2015-16 contracts in the WSAC Portal in May 2016.

All employers must have approved and active SWS contracts and job descriptions prior to students earning 2016-17 SWS dollars. Institutions must apply appropriate reimbursement rates per employer type as described above and should ensure that their employers are aware of what level of match they will be expected to provide before allowing students to earn SWS funds in 2016-17.

Please remember that the reimbursement rate applies only to gross student wages, the employer share of employee benefits remain the responsibility of the employer.

Employer Share of Student Compensation

The employer must pay 100% of gross student wages and benefits prior to reimbursement. The employer will then be reimbursed a percentage of gross wages per the employer type categories above.

Please remember that the employer is responsible for the employee benefits costs, including all payments due as an employer's contribution under the State Workman's Compensation laws, federal Social Security laws, State Retirement Laws, and other applicable law. (See Chapter 4 - Jobs & Wages for additional information).

Limitation on the FWS Program as Employer Match

The FWS program may not be used to provide the employer share of student compensation within the SWS program, nor may SWS funds be used to provide the employer share of student compensation with the FWS program.

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Portal User Administration

Financial Aid Administrators have the ability to create a portal account and grant access to SWS to new and existing staff.

Creating a Portal Account for a New Staff Member

1. Log onto the portal: https://fortress.wa.gov/wsac/portal/.
2. Select **Admin** and then **Manage Users**.
3. Select **Create new user account** at the bottom of the page.
4. Enter the new staff person's **First Name**, **Last Name**, **Email Address**, and **Phone Number**. Make note of the **Password**. Click **Create Account**.
5. Select **SWS** for the **Program Name**.
6. Click **add** next to the features the staff member should have access to (see options below).

Features for **Public institutions:**

- **Institution Staff** – includes Contracts, Summary of account status, and Financial transaction report.
- **Request payments** – includes Cash Request.

Features for **Private institutions:**

- **Institution Staff** – includes Contracts, Summary of account status, and Financial transaction report.
- **View time sheets and job descriptions** – includes Job descriptions, Time sheets, and Reconcile.

Adding Features to an Existing Staff Member

1. Log onto the portal: https://fortress.wa.gov/wsac/portal/.
2. Select **Admin** and then **Manage Users**.
3. Click **Search** to view staff members that have a portal account.
4. Click **edit** next to the staff member you want to update.
5. Select the **Program Name** that you want to update.
6. Click **add** next to the feature that you want to add.

Removing Features

1. Log onto the portal: https://fortress.wa.gov/wsac/portal/.
2. Select **Admin** and then **Manage Users**.
3. Click **Search** to view staff members that have a portal account.
4. Click **edit** next to the staff member you want to update.
5. Click **remove** next to the feature you no longer want the staff member to have access to.

Removing a Staff Member

1. Log onto the portal: https://fortress.wa.gov/wsac/portal/.
2. Select **Admin** and then **Manage Users**.
3. Click **Search** to view staff members that have a portal account.
4. Click **edit** next to the staff member you want to update.
5. Click **Delete User**.

STATE OF WASHINGTON WORK STUDY PROGRAM

EMPLOYER CONTRACT

THIS CONTRACT, entered into this _____ day of _____, 20____, by and among the Washington Student Achievement Council, an agency of the state of Washington, hereafter called the "Council," or a public postsecondary institution(s) acting as an instrument of the Council in the placement of students, hereinafter called the "Institution;" and _____, an eligible employer, hereinafter referred to as the "Employer."

WITNESSETH:

WHEREAS, the Council has been appropriated funds from the state of Washington, pursuant to RCW 28B.12, to stimulate and promote part-time educationally-related employment of students who are in need of the income from such employment to pursue courses at institutions of postsecondary education; and

WHEREAS, the Employer is a non-profit organization or a profit-making business entity which does not have a direct association with a controlling sectarian organization; and

WHEREAS, the Council, the Institution, and the Employer desire that certain students engage in work under the State Work Study Program authorized by RCW 28B.12; and

WHEREAS, the Employer is in a position to utilize the services of such students;

NOW THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties hereto agree for themselves as follows:

A. Employer Responsibilities: General

To be eligible for and to receive reimbursement, the Employer agrees to:

1. Utilize the services of students referred to it by the Institution(s) who are eligible to participate in the State Work Study Program, who provide documentation of eligibility, and who are qualified and acceptable to the Employer. A detailed job description and the pay range for each position must be set forth on a "Job Description" form, or its equivalent, submitted to and approved by each participating Institution;
2. Comply with all appropriate federal, state, and local laws;
3. Employ students to perform only work which will not:
    a. Result in displacement of regular employees, impair existing contracts for services, or fill positions which are vacant because regular employees are involved in a labor dispute;
    b. Replace positions occupied by regular employees during the current or prior year or any position currently or formerly occupied by Higher Education Personnel classified staff;
    c. Be sectarian-related; or
    d. Involve any partisan or non-partisan political activity;
4. Ensure that the work performed by the State Work Study student will bear relationship to the student's formal academic program and/or career interest;
5. Pay each student an hourly rate which is at least equal to the entry level rate for comparable positions within the employing organization;
6. Pay each student on a per-hour worked basis. The student may not be compensated on a completion-of-project, independent contractor or salaried basis;
7. Supervise in a reasonable manner the work performed by the student(s);
8. Maintain a daily record of the hours worked by each student on a form approved by the Council for that purpose;
9. Regulate the number of hours worked to ensure that no student works more than an average of the 19 hours reimbursable per week over the period of enrollment for which the student has received an award or a maximum of the 40 hours reimbursable per week during vacation periods, unless the Institution has specified that the student work fewer hours per week, in which case the Employer will regulate the hours accordingly;
10. Notify the Institution of any change affecting the student's employment; and
11. Complete the attached Business Profile, and also provide the Institution or the Council, upon request, additional information substantiating its eligibility as an Employer, information on its employee classification/compensation plan, and/or a current financial statement confirming its fiscal solvency.
12. The employer agrees to:
    a. Put in place procedures to safeguard the integrity, confidentiality, and appropriate use of the Council's electronic systems and all data obtained through the Council's electronic systems;
    b. Use the Council's electronic systems only for official business and to take reasonable care to protect all user names, passwords, and any subsequent forms of user authentication from use by unauthorized persons;
    c. Not use any personally identifiable student data obtained from the Council's electronic systems to conduct research or other studies unless express written consent is obtained from the Council's executive director or their representative;
    d. Report promptly to the Council any incident or act that would threaten and/or compromise the security or integrity of the Council's electronic systems including any compromise or suspected compromise of passwords; and
    e. Take reasonable care to prevent the introduction of any code that could cause harm to the Council's electronic systems or data.

B. Employer Payroll and Reimbursement Responsibilities:

The Employer further agrees to:

1. Pay directly to employed students by check or direct deposit their total compensation less appropriate deductions at least once a month, at a rate of pay at least equal to the entry level salary (starting hourly rate or wage) of comparable positions within the employing organization;
2. Bear the costs of employee benefits, including all payments due as an employer's contribution under the State Worker's Compensation laws or Federal Employment Compensation Act (federal agencies only), federal Social Security laws, state unemployment laws, OSHA regulations, and WISHA (Washington Industrial Safety and Health Act) regulations and other applicable laws;
3. Bear the full cost of any commission, bonus, or other special compensation paid the student in addition to the agreed-upon hourly rate of pay;
4. Claim reimbursement only for wages:
   a. That do not represent hours of work in excess of maximum number of hours subject to reimbursement under this contract;
   b. Certified under oath as paid by check or direct deposit to students certified as eligible by the Institution; and
   c. For hours actually worked by the student.
5. Submit to the Institution's appropriate office a completed timesheet for each student employee hired through the State Work Study Program according to the schedule provided by the Institution. In the event the Institution does not establish a schedule, THE TIMESHEET MUST BE SUBMITTED WITHIN 15 DAYS OF THE END OF THE PAYROLL PERIOD;
6. Submit timesheets for any student(s) who earned compensation or was paid during the month of June to the Institution by the deadline established by the Institution or July 10th, whichever is earlier; and adhere to state labor standards by providing student employee with appropriate rest and meal periods;
7. Waive and forfeit all claims for reimbursement of compensation earned or paid to students but not reported or submitted to the Institution as required under Section B (5) and B (6) of this Contract; and
8. Make available upon request by Council and other state of Washington personnel, its payroll records for students paid under this Contract for audit purposes.

C. By approving and processing Job Descriptions, the Institution(s) agree(s) to:

1. Determine which students meet the eligibility requirements for employment under the State Work Study program in accordance with rules and regulations and guidelines established by the Council;
2. Refer to the Employer only those students eligible for the program who appear to be qualified for employment, after exercising the priorities in placing students in accordance with the rules and regulations by which the State Work Study Program is administered; and
3. Notify the Employer of any student who may become ineligible.

D. The Council agrees to reimburse the Employer for a percentage of the student's total State Work Study financial aid award. Reimbursement will be a percentage of the total payroll paid to students under this Contract as stated on the Job Description form. Reimbursement will be paid monthly upon receipt of the Employer's properly completed State Work Study timesheets, which have been sent to the Institution. Public postsecondary institutions(s) may reimburse the Employer on behalf of the Council. Private postsecondary institution(s) will forward the timesheets to the Council for reimbursement. No reimbursement will be made if such information is received after the calendar deadlines established by this Contract and the Institution(s).

E. All Parties agree:

1. This Contract and Business Profile, in conjunction with the Job Description form approved by a participating institution, constitutes an agreement to participate in the program and to comply with the contract provisions. Each institution has the right to determine from which contracted employers they will post jobs;
2. The total reimbursable payroll shall consist of the hourly rate of compensation paid a student multiplied by the number of reimbursable hours of work performed by a student. The maximum number of reimbursable hours of work may not average more than 19 hours per week over the period of enrollment for which the student has received a State Work Study award or exceed a maximum of 40 hours per week during vacation periods. The Institution may specify that a student work fewer hours per week than the maximum. The number of hours any student may work during any period must be agreed upon prior to commencement of employment;
3. The following priorities must be exercised in the placement of students:
   a. Placement of Washington state residents;
   b. Employment in fields related to the student’s academic or vocational pursuits; or
   c. In community service placements or in placements that meet Washington’s economic development goals.
4. Complaints by either the employee or Employer regarding lack of compliance with this Contract should be referred to the appropriate office at the Institution for settlement. If resolution cannot be reached, appeal may be made to the Council;
5. This Contract shall be subject to the availability of funds granted for this program. It shall also be subject to the provisions of RCW 28B.12, the regulations adopted thereunder, and all legislation and regulations pertaining to the State Work Study Program adopted subsequently;
6. This Contract may be terminated by the Council or the Employer if there is failure by the other party to comply with its provisions; and
7. This Contract will remain in effect until the end of the academic year, which is June 30 immediately following the effective date of this Contract. Prior to the expiration date and at the discretion of the Council, the contract may be continued for the subsequent academic year. Typically, the renewal letter will be sent out in May. In the case of a first year contract, filed between May and June, the second year renewal is handled automatically by the Council.

Substitute Form **W-9**	**Request for Taxpayer Identification Number and Certification**

Legal Name (as shown on your income tax return):

Business Name, if different from Legal Name above – eg. Doing Business As (DBA) Name:

Check ONLY ONE below (see W-9 Instructions for additional information)

___ Individual or Sole Proprietor ___ LLC filing as sole proprietor ___ Partnership	___ Corporation ___ S-Corp	___ LLC filing as Corporation ___ LLC filing as Partnership ___ LLC filing as S-Corp	___ Non Profit Organization ___ Volunteer ___ Board /Committee Member	___ Local Government ___ State Government ___ Federal Government (including tribal)	___ Tax-exempt organization ___ Trust/Estate

For Corporation, S-Corp, Partnership or LLC, check one if applicable: ___ Medical ___ Attorney/Legal

Physical Address (number, street, and apt. or suite no.)	City, state, and ZIP code

Taxpayer Identification Number (TIN)

Enter your EIN <u>OR</u> SSN (do not enter both)

For individuals, this is your social security number (SSN). ___ ___ ___ - ___ ___ - ___ ___ ___ ___

For other entities, it is your employer identification number (EIN). ___ ___ - ___ ___ ___ ___ ___ ___ ___

NOTE: The EIN or SSN must match the Legal Name as reported to the IRS. For a resident alien, sole proprietor, or disregarded entity, or to find out how to get a Taxpayer Identification Number, see the W-9 Instructions. If the account is in more than one name, see the W-9 Instructions for guidelines on whose number to enter.

Certification

Under penalty of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. person (including a U.S. resident alien).

(For additional information about the W-9 see the W-9 Instructions.)

SIGNATURE of U.S. PERSON:	Date:

___ ___ - ___ ___ ___ ___ ___ ___ ___
Employer Identification Number (EIN)

___ ___ ___ ___ ___ ___ ___ ___ ___
Unified Business Identifier (UBI) Number

SWV ___ ___ ___ ___ ___ ___ ___ - ___ ___
Statewide Vendor Number (SWV#)

(___ ___ ___) ___ ___ ___ - ___ ___ ___ ___
Phone Number

(___ ___ ___) ___ ___ ___ - ___ ___ ___ ___
Fax Number

_____
Mailing Address

_____
City, State, and ZIP code

_____
Email Address

_____
Website

_____
Employer Type (non-profit, for-profit, or public)

IN WITNESS HEREOF, the parties hereto have executed this contract the day and year first above written.

Signed By:

_____
Name of Employer Representative

_____
Signature of Employer Representative

_____
Date

Signed By:

_____
Student Achievement Council/Public Postsecondary Institution

_____
Title

_____
Date **Institution Code**

Approved changes by the Attorney General's Office February 20, 2007
Washington Student Achievement Council July 2012

STATE OF WASHINGTON WORK STUDY PROGRAM

EMPLOYER BUSINESS PROFILE

1. Business Name: _____

2. Employer Identification Number (EIN): ___ ___ - ___ ___ ___ ___ ___ ___ ___

3. Owned/operated by: _____

4. Describe the nature of business and primary goods or services provided. (Attach annual report or summary publication, if you prefer.)

5. Describe the location where the student will work.

6. Describe composition of Board of Directors/Corporation, if applicable.

7. Number of years in operation: _____

8. Number of **regular/paid** employees: Full time _____ Part time _____

9. Number of **volunteers**: Full time _____ Part time _____

10. Have you ever had a license, certificate, or registration to operate a business, occupation, or profession denied, suspended, or revoked? If so, please explain.

11. Do you currently possess all licenses, certificates, and registrations required by all federal, state, and local laws and ordinances? If not, please explain.

12. Have you ever been a defendant in a consumer protection action? If so, please explain.

13. Have you ever been involved in a labor dispute? If so, please explain.

14. Does your organization participate in any political activity or have a religious affiliation? If so, please explain.

15. Have you experienced any cash flow problems within the past two years that would make it difficult to compensate State Work Study students on a regular basis? If so, please explain.

_____	_____
Name of Employer Representative	**Title**
_____	_____
Signature of Employer Representative	**Date**

Submit the completed Employer Contract and Employer Business Profile to the participating institution(s) you want to partner with. For a complete list of participating institutions, please visit our website at: www.wsac.wa.gov/employers.

WASHINGTON STATE WORK STUDY PROGRAM

RELIGIOUS AFFILIATION QUESTIONNAIRE

This questionnaire will help guide the determination for participation in the Washington State Work Study program, in regards to religious affiliated employers.

_____

Business/Organization Name **Employer Identification Number (EIN)**

1. What is the nature and purpose of the business/organization?

2. Is the work performed free from sectarian interest? If not, explain.

3. What is the legal ownership of the business/organization?

4. What are the primary sources for funding of the business/organization?

5. What is the flow of money? (For example: from the parent business/organization **or** to the parent business/organization).

6. Who are the members of the Board of Directors, and is their selection or appointment conditioned by religious creed or commitment?

7. Is there any sponsorship by a religious body, or is there a direct association with a controlling sectarian organization? If yes, explain.

8. Where is the business/organization housed? If housed in a church, what amount of rent is paid each month?

9. Is a person's faith considered before they are approved to receive services? If yes, explain.

10. Is a person's faith considered before they are employed? If yes, explain.

Name of Employer Representative **Title**

Email **Phone Number**

Signature of Employer Representative **Date**

Send your completed questionnaire to:

Mail: Washington Student Achievement Council
State Work Study
PO Box 43430
Olympia, WA 98504-3430

Fax: 1-855-480-8718

Email: sws@wsac.wa.gov

WASHINGTON STATE WORK STUDY PROGRAM
JOB DESCRIPTION

Instructions for completing the job description are on the reverse side.

1. Job Title: _____

2. Pay Range: $ ___ ___ . ___ ___ to $ ___ ___ . ___ ___ 3. Start Date: ___ ___ / ___ ___ / ___ ___
   Minimum Maximum Month / Day / Year

4. Job Description: (*Give a concise, but complete description of duties*)

5. Educational Benefits to be Derived by Students in this Job: _____

6. Minimum Qualifications: _____

Employer Name | Employer Identification Number (EIN) | Suffix

Address | City | State | Zip

Supervisor's Signature | Supervisor's Name

Date | Phone Number

FOR COLLEGE USE ONLY		
Signature of Student Employment Administrator	Name of College	Institution Code
Reimbursement Percent	Job Classification Code	Position Number

FOR COUNCIL USE ONLY	
Signature of Washington Student Achievement Council	Date

INSTRUCTIONS FOR COMPLETING THE JOB DESCRIPTION

Employers

Complete a Job Description form for each State Work Study position offered by your business or organization. Submit the Job Description form to each college you want to hire students from. The Student Employment Administrator at the college and the Washington Student Achievement Council must approve the position before you can hire a State Work Study student employee.

Job Title: You may select any job title you feel is appropriate. Choose a title that accurately describes the position. This is the job title that the student will enter on their time sheet.

Pay Range: All State Work Study positions must receive compensation equal to the entry level salary of comparable positions (RCW 28B.12.060). Indicate the minimum and maximum pay range expected for this position during the period of employment. Any adjustments to the hourly pay rate made during the employment period must fall within this broad pay range.

Start Date: Indicate the date (month, day, and year) the position is available (in most cases this will be July 1, which is the beginning of the state fiscal year).

Job Description: Give a concise, but complete description of the position. You may also indicate the number of students you want to hire in this position.

Educational Benefits to be Derived by the Students in this Job: Explain how this position enhances a student's education or how it relates to a future career track. Whenever possible, hire State Work Study students in positions related to their academic pursuits.

Minimum Qualifications: Please note that students use this area to prescreen themselves. List the skills a student must possess prior to filling this position, and base your hiring on how closely the applicant meets these requirements.

Employer Name: Provide the full name of the employing business or organization.

Employer Identification Number (EIN) and Suffix: Provide the business or organization's Employer Identification Number (EIN) and, if applicable, the Washington Student Achievement Council assigned suffix.

Address: Provide the mailing address for the business or organization.

Supervisor's Signature: The signature of the supervisor for this position, legally authorized by the employer to sign the student's time sheet.

Supervisor's Name: Provide the name of the supervisor of this position.

Date: The date signed by the supervisor.

Phone Number: Provide the phone number for the supervisor of this position.

Student Employment Administrators

Signature of Student Employment Administrator: This should be the signature of the Student Employment Administrator who approved the job description.

Name of College: Provide the full name of the college.

Institution Code: The institution code assigned by the Washington Student Achievement Council.

Reimbursement Percent: Provide the percentage of employer reimbursement.

Job Classification Code: Provide the appropriate classification code, from the list provided by the Washington Student Achievement Council, to identifying a broad range of jobs.

Position Number: The position number may be any sequence established by the college to assign each job description a unique number.

JOB CLASSIFICATION CODE LIST

Code	Description/Examples
130	Staff & Administrative Specialists (Financial, Purchasing, Personnel/Training)
150	Line & Middle Manager Specialist (Education Administrator, Medicine/Health Services Manager, Construction Manager, Food Service/Lodging Manager)
190	Other Managerial and Administrative Occupations (Credit Analyst, Underwriter, Loan Officers, Budget Analyst, Tax Preparer, Claims Processors)
220	Engineers and Related Occupations (All Engineering Disciplines, Drafter, Surveyor, Landscape Architect)
240	Natural Scientists and Related Occupations (Physical Scientist, Chemist, Biological Scientist, Medical Scientist, Technicians in Same Fields)
250	Computer, Math, Research, and Related Occupations (Systems Analyst, Programmer, Statistician, Actuary, Statistical Financial Analyst)
270	Social Scientist and Other Social, Recreation Occupations (Social Scientist, Economist, Psychologist, Social Worker, Recreation Worker)
280	Law and Related Occupations (Lawyer, Law Clerk, Paralegal, Title Searcher)
310	Teachers, Librarians, and Related Occupations (Nursing Instructor, Counselor, Teacher Aide)
320	Health Practitioners, Technicians, and Technologists (Therapist, Nurse, Lab Technician)
340	Writers, Arts, Entertainment, and Related Occupations (Writer, Editor, Announcer, Photographer, Broadcast Technician, Musician, Dancer)
390	Other Professional, Paraprofessional, and Technical
430	Sales Occupations, Services (Appraiser, Travel Agent)
530	Industry Specific Clerical Occupations (Teller, Loan Interviewer, Credit Checker, Brokerage Clerk, Investigator, Bill Collector, License Clerk, Hotel Desk Clerk, Real Estate Clerk)
550	Secretarial and General Office Occupations (Secretary, Typist, File/Bookkeeping/Payroll Clerk)

JOB CLASSIFICATION CODE LIST

Code	Description/Examples
560	Other Office Machine Occupations (Duplicating Machine Operator, Keypunch Operator, Switchboard Operator, Mail Clerk, Messenger)
580	Material Recording/Scheduling/Dispatching, Distribution (Dispatcher, Meter Reader, Marking Clerk, Stock Clerk, Warehouse/Yard Clerk, Order Filler, Shipping/Receiving Clerk)
590	Other Clerical and Administrative Support
630	Protective Service Occupations (Fire Fighter, Police/Correction Officer, Bailiff, Fish and Game Warden, Guard)
650	Food & Beverage Preparation and Service (Baker, Cook, Butcher)
660	Health Service and Related Occupations (Dental/Medical Assistant, Nursing Aid, Ambulance Driver/Attendant, Pharmacy Assistant)
670	Commercial Cleaning Occupations (Pest Controller)
680	Personal Service Occupations (Guide, Social Welfare Service Aid, Child-Care Worker)
690	Other Service Occupations
790	Agriculture/Forestry/Fish Occupations (Forest/Conservation Worker, Nursery Worker, Farm Equipment Operator, Landscaper/Groundskeeper)
810	Production/Construction/Maintenance/Transportation Helpers, and Supervisors
850	Mechanics, Installers, and Repair (Pipelayer, Highway Maintenance Worker)
890	Precision Production Occupations (Tool and Die Maker, Machinist, Shipfitter, Jeweler, Silversmith, Sheet Metal Worker, Cabinetmaker, Printer, Bookbinder)
930	Hand Working Occupations (Welder, Glazier, Engraver)
950	Plant and Systems Occupations (Water Treatment Operator, Gauger, Stationary Engineer)
970	Transportation and Material Moving Machine/Vehicle Operators (Truck/Bus/Taxi Driver, Locomotive Engineer/Firer, Aircraft Pilot/Flight Engineer, Carpenter/Painter/ Roofer Helper, Freight/ Stock Mover)
999	None of the Above

WASHINGTON STATE WORK STUDY PROGRAM
EMPLOYER INFORMATION CHANGE REQUEST

Submit this form to the college(s) you work with to update your State Work Study (SWS) information.

Note: If your Employer Identification Number (EIN), Unified Business Identifier Number (UBI), job title or job description duties have changed, you **cannot** use this form. Please contact the State Work Study program at (360) 753-7848 or sws@wsac.wa.gov.

Name of Business or Organization: _____

Employer Identification Number (EIN) & Suffix, if applicable: _____

Change in Business Information

Check the box next to the item that needs updated and provide the current information.

- ☐ Name of Business or Organization: _____
- ☐ Phone Number: _____
- ☐ Contact Person: _____
- ☐ Business Address: _____
  Address City State Zip
- ☐ Mailing Address: _____
  Address City State Zip
- ☐ Email Address: _____

Change in Pay Rate Information

The Washington Student Achievement Council requires an explanation (in the comment section below) for pay rates that exceed $25.00 per hour as well as a decrease in pay.

Position Number: _____ Job Title: _____

Pay Range: $ ___ ___ . ___ ___ to $ ___ ___ . ___ ___ Effective: ___ ___ / ___ ___ / ___ ___
Minimum Maximum Month / Day / Year

Comments: _____

_____

_____
Signature of Employer Representative **Date**

FOR COLLEGE USE ONLY		
Signature of Student Employment Administrator	Name of College / Institution Code	Date

FOR COUNCIL USE ONLY	
Signature of Washington Student Achievement Council	Date

WASHINGTON STATE WORK STUDY PROGRAM

TIME SHEET

STUDENT SECTION

1. _____
   Last Name, First Name
2. ___ ___ ___ – ___ ___ – ___ ___ ___ ___
   Social Security Number
3. _____
   Name of College
4. _____
   Job Title
5. First day hours were worked: _____
   Month / Day / Year
6. Last day hours were worked: _____
   Month / Day / Year
7. Record of actual hours worked:

01	__ __ . __ __	16	__ __ . __ __
02	__ __ . __ __	17	__ __ . __ __
03	__ __ . __ __	18	__ __ . __ __
04	__ __ . __ __	19	__ __ . __ __
05	__ __ . __ __	20	__ __ . __ __
06	__ __ . __ __	21	__ __ . __ __
07	__ __ . __ __	22	__ __ . __ __
08	__ __ . __ __	23	__ __ . __ __
09	__ __ . __ __	24	__ __ . __ __
10	__ __ . __ __	25	__ __ . __ __
11	__ __ . __ __	26	__ __ . __ __
12	__ __ . __ __	27	__ __ . __ __
13	__ __ . __ __	28	__ __ . __ __
14	__ __ . __ __	29	__ __ . __ __
15	__ __ . __ __	30	__ __ . __ __
		31	__ __ . __ __

8. Total hours worked: ___ ___ ___ . ___ ___

   "I hereby certify this time sheet is a true and correct statement of the hours I worked, and that I have State Work Study eligibility to cover my gross earnings."

9. _____
   Student's Signature
10. _____
    Date Signed ***(on or after last day worked)***

EMPLOYER SECTION

Verify the information in the Student Section. Type, or print in ink, all items requested in this section.

Submit the time sheet to the student's college within 15 days from the end of the current pay period to prevent denial of reimbursement.

You should receive reimbursement from the Washington Student Achievement Council within three to six weeks. An incorrect or blank item may delay reimbursement.

11. Hourly rate of pay: $ _____
12. Gross compensation: $ _____
13. FICA: $ _____
    (Social Security & Medicare)
14. Other deductions: $ _____
15. Net earnings: $ _____
16. _____
    Name of Business or Organization
17. _____
    Employer Identification Number (EIN) Suffix

    "This time sheet is a true and correct statement of the time worked by this student. The student has completed the assignment satisfactorily, continues to have State Work Study eligibility, and has been paid by check or direct deposit the amount of net earnings as shown. I hereby certify, under penalty of perjury under the laws of the state of Washington, the foregoing is true and correct."

18. _____
    Supervisor's Signature

    _____
    Supervisor's Name
19. _____
    Date Signed ***(on or after student's last day worked)***

COLLEGE SECTION

20. Date received by college: _____
21. Authorized by: _____
22. Institution code: _____
23. Position number: _____
24. Reimbursement rate: _____
25. Reimbursement amount: $_____

Instructions for Completing State Work Study Time Sheet

Student: Complete the Student Section. For the "First day hours were worked" enter the first day (month/day/year) in this pay period on which you worked. For "Last day hours were worked" enter the last day (month/day/year) in this pay period on which you worked. Enter the number of hours you worked under "Record of actual hours worked" next to the appropriate date. At the end of the pay period, total the "Record of actual hours worked" and enter that figure on the "Total hours worked" line. Read and sign the statement regarding your certification of the hours reported and your continued eligibility for the State Work Study program. Be sure to date the form on or after the last day worked. Give the form to your supervisor.

Employer: After paying the student the hours reported in the Student Section, type, or print in ink, all information requested in the Employer Section. Read the employer's certification statement, then sign and print your name, and date the form (on or after the last day the student worked). Retain a copy of the time sheet for your records. Forward the original to the student's college for processing. **Important:** Complete the time sheet accurately; any blank or incorrect items may delay your reimbursement. Time sheets not forwarded to the student's college within 15 days of the end of the pay period may deny reimbursement.

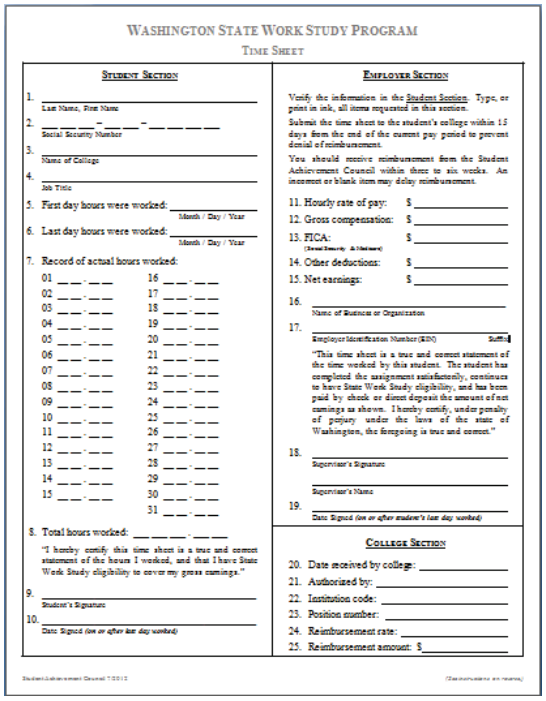
College: Verify the information on the time sheet. Once verified, complete the College Section, including institution code (from the list below). Retain a copy of the time sheet for institutional records. Forward the original to the Washington Student Achievement Council for employer reimbursement. Incomplete or late time sheets submitted to the WSAC can result in delayed or denied reimbursement for employers.

INSTITUTION CODES (*Council assigned*)

3080	Antioch University	3130	Northwest University	3190	University of Puget Sound
3090	Bastyr University	3140	Pacific Lutheran University	3200	Walla Walla University
3100	Cornish College of the Arts	3150	Saint Martin's University	3210	Whitman College
3110	Heritage University	3160	Seattle Pacific University	3220	Whitworth University
3120	Gonzaga University	3170	Seattle University		

EXAMPLE

1. **Student Section:**
   Student fills out entire left side of time sheet.



WASHINGTON STATE WORK STUDY PROGRAM

TIME SHEET

STUDENT SECTION

1. _____
Last Name, First Name
2. ___ ___ ___ - ___ ___ - ___ ___ ___ ___
Social Security Number
3. _____
Name of College
4. _____
Job Title
5. First day hours were worked: _____
Month / Day / Year
6. Last day hours were worked: _____
Month / Day / Year
7. Record of actual hours worked:

01	___ - ___	16	___ - ___
02	___ - ___	17	___ - ___
03	___ - ___	18	___ - ___
04	___ - ___	19	___ - ___
05	___ - ___	20	___ - ___
06	___ - ___	21	___ - ___
07	___ - ___	22	___ - ___
08	___ - ___	23	___ - ___
09	___ - ___	24	___ - ___
10	___ - ___	25	___ - ___
11	___ - ___	26	___ - ___
12	___ - ___	27	___ - ___
13	___ - ___	28	___ - ___
14	___ - ___	29	___ - ___
15	___ - ___	30	___ - ___
		31	___ - ___

8. Total hours worked: ___ ___ ___ . ___ ___

"I hereby certify this time sheet is a true and correct statement of the hours I worked, and that I have State Work Study eligibility to cover my gross earnings."

9. _____
Student's Signature
10. _____
Date Signed *(on or after last day worked)*

EMPLOYER SECTION

Verify the information in the Student Section. Type, or print in ink, all items requested in this section.

Submit the time sheet to the student's college within 15 days from the end of the current pay period to prevent denial of reimbursement.

You should receive reimbursement from the Student Achievement Council within three to six weeks. An incorrect or blank item may delay reimbursement.

11. Hourly rate of pay: $ _____
12. Gross compensation: $ _____
13. FICA: $ _____
(Social Security & Medicare)
14. Other deductions: $ _____
15. Net earnings: $ _____
16. _____
Name of Business or Organization
17. _____
Employer Identification Number (EIN) Suffix

"This time sheet is a true and correct statement of the time worked by this student. The student has completed the assignment satisfactorily, continues to have State Work Study eligibility, and has been paid by check or direct deposit the amount of net earnings as shown. I hereby certify, under penalty of perjury under the laws of the state of Washington, the foregoing is true and correct."

18. _____
Supervisor's Signature
_____
Supervisor's Name
19. _____
Date Signed *(on or after student's last day worked)*

COLLEGE SECTION

20. Date received by college: _____
21. Authorized by: _____
22. Institution code: _____
23. Position number: _____
24. Reimbursement rate: _____
25. Reimbursement amount: $_____

Student Achievement Council 7/2012 (Electronic version are reserved)

2. **Employer Section:**
   Employer completes top ¾ of right side of time sheet. In order to receive prompt reimbursement, ensure the time sheet is completed accurately and forward to the college within 15 days of the end of the pay period.

3. **College Section:**
   In order to expedite the employer's reimbursement, process and forward the time sheet to the WSAC as soon as possible.

TIME SHEET EDITS & ERRORS

The following edits, in order as they appear on the time sheet, should be completed before time sheets are sent to the Washington Student Achievement Council (WSAC). Check these items carefully, as errors can cause delays in reimbursement to valued employers. **Program guidelines require institutions to process time sheets and submit them to the WSAC within five days of receipt from employers.**

STUDENT SECTION

Lines 1 - 4 Visually scan **Last Name, First Name**, **Social Security Number**, **Name of College**, and **Job Title** to make sure information is legible and complete.

Lines 5 - 6 **First and Last Days Hours Were Worked:** The first and last day hours were worked should match the first and last day hours **recorded** on the time sheet. In order for all records to match, this should be correct **before** it is submitted to the WSAC. *The first and last day worked may not cover more than a 31 day period.* For example, a time sheet dated 1/10 to 2/15 contains more than 31 hours from 2/10 to 2/15. A separate time sheet must be submitted for 2/10 to 2/15.

Line 7 **Record of Actual Hours Worked:** Hours may be recorded in minutes, quarter hours, or decimals. Employers should record the hours worked as it is reported and paid on their payroll.

Line 8 **Total Hours Worked:** The sum of "record of actual hours worked" must equal "total hours worked".

Lines 9 - 10 **Student's Signature and Date Signed:** The student **must** sign in ink and date the time sheet on or after the last day hours were worked. The student's original signature and date signed verifies the hours recorded. The WSAC must receive original time sheets to process employer reimbursements; copies are not accepted.

TIME SHEET EDITS & ERRORS

EMPLOYER SECTION

Line 11 **Hourly Rate of Pay:** Only one pay rate may be recorded on a time sheet. If the student was paid at different rates during the same period, there must be separate time sheets. The pay rate must fall within the pay range of the job description. To change a pay rate, submit the Employer Information Change Request form to the WSAC for approval.

The hourly rate of pay may only be two places past the decimal. If an hourly rate of pay is listed with more than two decimals, truncate after the hundredth.

Line 12 **Gross Compensation:** Verify the gross compensation by multiplying the total hours worked by the hourly rate of pay. If it appears the student was paid incorrectly, contact the employer.

Line 13 **FICA:** The current employee FICA rate is **7.65%** (Social Security 6.2% and Medicare 1.45%). If FICA is not listed, please check with the employer to insure they are exempt from FICA (this is not very common).

Line 14 **Other Deductions:** Any other deductions taken from gross pay (excluding FICA), such as but not limited to: federal withholding, insurance, retirement, wage garnishment, etc.

Line 15 **Net Earnings:** The net earnings the student received.

Line 16 **Name of Business or Organization:** The employer name should match the name completed on the contract and the name listed in the Portal. Do not use abbreviations.

Line 17 **Employer Identification Number (EIN):** The employer identification number must be correct, and in the proper format, example 12-3456789. If a **suffix** was included with the approved contract and job description, it must be entered on the time sheet. If the contract does not have a suffix, leave the suffix space blank.

Lines 18 - 19 **Supervisor's Signature, Supervisor's Name, & Date Signed:** The supervisor **must** sign in ink and date the time sheet on or after the last day hours were worked by the student. An additional line is provided for the supervisor's name.

TIME SHEET EDITS & ERRORS

COLLEGE SECTION

Lines 20 - 22 **Date Received by the College, Authorizing By, and Institution Code:** Each time sheet should be date stamped the day it arrives at the institution, and then if approved for reimbursement, signed as received and authorized. The WSAC assigned four digit institution code needs to be included.

Line 23 **Position Number:** The appropriate position number must be filled in. The position number must correspond to the correct job title shown on the student's time sheet. If there is no job description on file for that position number, the employer must submit one.

Line 24 **Reimbursement Rate:** List the appropriate percentage of reimbursement.

Line 25 **Reimbursement Amount:** List the amount the employer should be reimbursed based on the gross compensation multiplied by reimbursement rate.

PERFORMANCE EVALUATION
SAMPLE

_____	_____
Name of Employee	Position Title
_____	_____
Employer/Supervisor Name	Period of Review (From-To)

5 - Excellent 4 - Very Good 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

1. *Quality of Work:* How accurate, neat, and complete is the individual's work? ____
   Examples or reasons for this rating:

2. *Productivity:* Does the individual produce an acceptable quantity of work? ____
   Examples or reasons for this rating:

3. *Adaptability:* How does the individual adjust to change*? (Consider ability to learn quickly.)*
   Examples or reasons for this rating: ____

4. *Dependability:* How reliable is the individual in performing work assignments and carrying out instructions? *(Consider degree of supervision required and willingness to take on responsibilities.)* ____
   Examples or reasons for this rating:

5. *Initiative and Resourcefulness:* Does the individual see things to be done and then take action? *(Consider ability to be a self-starter.)* ____
   Examples or reasons for this rating:

6. *Judgment:* Does the individual exercise ability to decide best course of action when a choice must be made? (*Consider ability to evaluate facts and make sound decisions using reasoning to identify, solve, and prevent problems.)* ____
   Examples or reasons for this rating:

7. *Relationships with People:* Does the individual work effectively with others? *(Consider respect and courtesy shown to others, how attitude affects the work area and willingness to accept supervision.)* Are apparel, manners, and sociability appropriate? ____
   Examples or reasons for this rating:

8. *Attendance and Punctuality:* How reliable is individual in reporting to work and staying on the job? *(Consider arrival times, observance of time limits for breaks and lunches, and patterns of sick leave.)* ____
   Examples or reasons for this rating:

This performance evaluation was discussed with me on the date noted below. I understand that my signature attests that I have had an opportunity to respond to this evaluation in a timely manner and have/have not chosen to provide comments.

Employee Response:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

_____ _____
Employee's Signature Date

_____ _____
Evaluator's Signature Date

WASHINGTON STATE WORK STUDY PROGRAM
INSTITUTION CODES

1010 University of Washington
1020 Washington State University

2030 Central Washington University
2040 Eastern Washington University
2050 The Evergreen State College
2060 Western Washington University

3080 *Antioch University
3090 *Bastyr University
3100 *Cornish College of the Arts
3120 *Gonzaga University
3110 *Heritage University
3130 *Northwest University
3140 *Pacific Lutheran University
3150 *Saint Martin's University
3160 *Seattle Pacific University
3170 *Seattle University
3190 *University of Puget Sound
3200 *Walla Walla University
3210 *Whitman College
3220 *Whitworth University

4300 Bellevue College
4310 Big Bend Community College
4580 Cascadia College
4320 Centralia College
4330 Clark College
4340 Columbia Basin College
4350 Edmonds Community College
4360 Everett Community College
4380 Grays Harbor College
4390 Green River College
4400 Highline College
4410 Lower Columbia College
4570 Northwest Indian College
4460 North Seattle College
4430 Olympic College
4440 Peninsula College
4370 Pierce College
4450 Seattle Central College
4480 Shoreline Community College
4490 Skagit Valley College
4420 South Puget Sound Community College
4470 South Seattle College
4500 Spokane Community College
4510 Spokane Falls Community College
4520 Tacoma Community College
4530 Walla Walla Community College
4540 Wenatchee Valley College
4550 Whatcom Community College
4560 Yakima Valley Community College

5700 Bates Technical College
5710 Bellingham Technical College
5720 Clover Park Technical College
5730 Lake Washington Institute of Technology
5740 Renton Technical College
5750 Seattle Vocational Institute

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* The Council generates reimbursements to eligible SWS employers that hire students who attend these institutions.

REVISED CODE OF WASHINGTON (RCW)

Chapter 28B.12 RCW

STATE WORK-STUDY PROGRAM

Chapter Listing

Sections

28B.12.010 Created.

28B.12.020 Purpose

28B.12.030 Definitions.

28B.12.040 Student achievement council to develop and administer program – Agreements authorized, limitation.

28B.12.050 Disbursal of state work-study funds – Criteria.

28B.12.055 Work-study opportunity grant for high-demand occupations.

28B.12.060 Rules – Mandatory provisions.

28B.12.070 Annual report of institutions to office of student financial assistance.

WASHINGTON ADMINISTRATIVE CODE (WAC)

Chapter 250-40 WAC

STATE WORK-STUDY PROGRAM

Chapter Listing

WAC Sections

250-40-020 Purpose.

250-40-030 Definitions.

250-40-040 Student eligibility and selection.

250-40-050 Restrictions on student placement and compensation.

250-40-060 Institutional application and allotment procedures.

250-40-070 Administration.