



State Work Study (SWS) Employer Update

COVID-19 Emergency

SWS is committed to offsetting COVID-19 impacts to students and employers to the largest degree possible within available 2019-20 funding. For SWS employees who are unable to perform regularly scheduled work hours or tasks as a result of an employer's COVID-19 suspension or significant alteration of normal business operations, SWS will continue to reimburse employers for the applicable program share of eligible hours through the remainder of 2019-20, as long as the SWS employer continues to pay its share of gross student wages for those hours. To receive reimbursement under these conditions, there is no change to the operational process for employers. Hours eligible for SWS reimbursement under this option include, but are not limited to, performing typical job tasks, remote work, including project-based assignments, or not working because of COVID-19 limitations.

Important 2019–20 Time Sheet Reimbursement Information

The 2019–20 state fiscal year ends on June 30, 2020. To avoid possible denial of reimbursement, please submit all 2019–20 time sheets (for the period July 1, 2019–June 30, 2020) to the college your student employee attends by the deadline established by the college, or by July 15, 2020, whichever is earlier. If your pay period crosses over the state fiscal year, you must submit two separate time sheets for hours worked in June and July. For example, if your pay period runs June 5–July 4, you must submit one time sheet for June 5–June 30, 2020 and one for July 1–4, 2020.

2020–21 SWS Employer Renewal Process

Thank you in advance for completing the updated employer renewal process and continuing your participation in SWS during fiscal year 2020–21. In order to better protect your data and to fully comply with state information technology security rules, SWS instituted a more robust employer log-in process for contract renewals. The process ensures that only authorized users can make changes to your SWS employer account.

Please contact SWS directly (see contact info below) if you require assistance completing the 2020–21 SWS employer renewal process.

2020 Legislative Session

The 2020 Legislative Session ended on March 13, 2020. There were no changes made to SWS policies or funding in the 2020–21 supplemental budget, with the program appropriation remaining at \$7.8 million per year.

2020-21 Minimum SWS Wages

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

- \$13.50 per hour as of January 1, 2020
- Each January 1 thereafter, as adjusted by the rate of inflation.

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

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

Questions? Contact Us

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State Work Study

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