HIRING WORK STUDY STUDENTS

THE UNIVERSITY OF WASHINGTON PARTICIPATES IN BOTH THE FEDERAL AND STATE WORK STUDY PROGRAMS TO HELP ON AND OFF CAMPUS EMPLOYERS MEET THEIR TEMPORARY STAFFING NEEDS. THE WORK STUDY PROGRAMS PROVIDE BRIGHT, TALENTED STUDENTS WITH MEANINGFUL EMPLOYMENT OPPORTUNITIES WHILE REIMBURSING EMPLOYERS FOR 60% OF THE STUDENT’S WAGES.

ON CAMPUS WORK STUDY APPROVAL PROCESS
Submit a job description online. When completing the jobs description clearly state the requirements and duties of the job. Once the Work Study Office review and approves your job description, you will receive an e-mail confirming the acceptance of your job and the job number. You will need the job number to be able to add the student to WorkDay as an employee.

JOB REFERRAL FORM
Students applying for your position must present a valid Job Referral Form (JRF) signed by a representative of the Work Study Office. This form verifies that the student is eligible to participate in the program and indicates the terms of their award. Full-time summer Work Study students will need to obtain a new job referral from the academic year. The white copy of the completed JRF must be returned to the Work Study Office within one week of hiring.

ACADEMIC YEAR PART-TIME EMPLOYMENT
> Students must be enrolled full time
> Students may work a maximum of 19 hours per week
> Students may not work until all paperwork has been processed by the Work Study Office

SUMMER EMPLOYMENT
> Employees must be continuing UW Students
> Students enrolled part time may not work more than 19 hours per week
> Students not enrolled for the Summer term may work between 30-40 hours per week
> Verify with the Work Study Office when students can begin work using Work Study funds as the start dates vary based on part or full time enrollment

For more information, visit uw.edu/financialaid