# DUKE UNIVERSITY STUDENT WORK-STUDY REFERENCE GUIDE FOR CAMPUS DEPARTMENTS and NON-PROFIT INQUIRIES

Please read and file for reference

The Office of Student Loans & Personal Finance is responsible for coordinating work-study employment for the University, Medical Center, and participating non-profits. Beginning summer session 1 2022, information about job openings will be posted to the JobX system.

The goal of the work-study programs is to promote student employment opportunities for students who desire job experience and to assist those students who need earnings to help meet educational expenses. There are currently two work-study programs: Federal Work-Study and Duke Work-Study. Both programs provide reimbursements to employers for student earnings. The amount of the reimbursement depends on the type of employer, and the type of work study the student has been awarded.

The following FAQ sheet is provided to assist employers in locating and employing Duke students.

## HOW DOES IT WORK?

**Duke University departments** hire work-study students. Each pay period, student hours are submitted to payroll. For Federal work-study students, 75% of the earnings are charged to a work study WBS Element (which will be provided in JobX once hire is completed); the remaining 25% is charged to the department's cost center. For Duke work-study students, payroll deducts 50% of the student's pay from a Duke work-study cost center, and 50% from the hiring department.

**Non-Profits** participate in Duke work-study through collaboration with Duke's Office of Durham and Community Affairs. Non-profits must complete an application and be approved to participate in the program. Participating non-profits hire Duke students and pay each student through the non-profits normal pay routine. The student will receive paychecks through the non-profit, not through Duke. A student must be paid at least once a month for work performed. After payment of students, the non-profit submits documentation to the Office of Student Loans & Personal Finance for reimbursement of the student's work-study earnings. The Office of Student Loans & Personal Finance completes the appropriate paperwork, and Payroll sends a reimbursement to the non-profit. The non-profit can only be reimbursed for the percentage covered by work-study funding (90% of earnings for federal work-study, 50% of earnings for Duke work-study), up to the amount the student is awarded.

Students receive a limited amount of money for work-study. If a student works more hours than the work-study allotment can reimburse, it is up to the employer to begin funding 100% of the student's pay. Academic Year work-study allocations can only be used for hours worked beginning August 8, 2022 through May 6, 2023. Students cannot use the academic year work-study during the summer. If resources exist, students may be awarded summer work-study. In this case, students will receive a new verification letter valid only for the summer.

## How do students qualify for work study?

In order to qualify for work-study, a student must have an established and documented financial need in the Financial Aid Office of the college or school in which the student is enrolled. Work-study is one component of a financial aid package, and is not a requirement, but an opportunity.

## How does an employer list a job opportunity?

Employers can post job openings using JobX located at the following link:
https://duke.studentemployment.ngwebsolutions.com/Cmx_Content.aspx?cpId=6

To ensure that your information is listed on JobX correctly, it is important that you review your job posting once it's published. Please do not use abbreviations students might not be familiar with or other information students may not know. The job description can be brief, but should be appealing. We recommend using images and providing salary information in the description.

Employers who wish to do so may place ads in the CHRONICLE at their own expense, as an additional way of advertising their job vacancies.

## How do I hire a work study student?

The Office of Student Loans & Personal Finance does not place students. Students will be provided with information about student employment opportunities, and it will be left to the students to call upon the jobs that most interest them.

The employer is responsible for hiring the number of students they need, and informing each student of job responsibilities, work schedule, and rate of pay. **The Office of Student Loans & Personal Finance does not keep student information on file; therefore, it is important that each employer maintain records for their student employees**.

When a student is hired, please remove your job listing from JobX in order to prevent the department from receiving inquiries about a job vacancy after it has been filled.

## How will an employer know if a student qualifies for work study?

The Financial Aid Office will prepare a Work-Study Verification Form for each student so that employers will know which students qualify for the work-study allocation, the dates for which the allocation is valid, and other important information. **Please do not accept a financial aid award letter instead of the Work-Study Verification form.**

***Reminder:** The total amount on the work study verification form is the total combined amount for both work study code and department code.

For Duke Departments:

The WBS Element is used for billing purposes and distinguishes students as Federal or Duke work-study. **Please note that the work-study WBS Element changes each fiscal year beginning July 1, and no student can have his or her earnings charged to the old work code after that date.**

Undergraduate Students will be mailed Work-Study Verification papers to their Duke email account prior to the start of classes. JobX will verify if a student has work study. The employer should print a copy of this verification for their records**. Please do not assume a student has work-study. Always ask the student for his/her work-study papers.**

## WHAT IF THE AWARD AMOUNT CHANGES?

The Work-Study Verification Form & JobX will verify how much a student has been allocated; however, this figure may change during the course of the year. Students are responsible for notifying their employer of any changes in their work-study allocation. Employers can see any updates within JobX but should also advise students to keep them informed of any changes in their allocation, as **the hiring department is responsible for any earnings that exceed the student's work-study allocation.**

Using the hourly rate, the employer and student should plan a work schedule that would permit the student to stay within the earnings authorized on the work-study verification form. When a student employee has earnings that equal his/her work-study allocation, the department/non-profit must **begin paying the student 100% from the department/non-profit budget.**

For Non-Profits:

**Reimbursements that exceed a student's work-study allocation will not be processed.**

## HOW MANY HOURS CAN A STUDENT WORK?

**During the academic year and summer sessions, undergraduate students enrolled in classes are allowed to work no more than 19.9 hours per week.** This figure is a maximum amount. Please note that it is not recommended to work students the maximum amount of hours permitted. It is critical that a student's campus employment be a manageable part of his/her undergraduate career, not an overwhelming experience. Please discuss with your student employees the number of hours that they feel comfortable working given all other obligations of their time.

During periods of non-enrollment, an undergraduate student is permitted to work up to 39.9 hours per week. Periods of non-enrollment include summer (unless enrolled in summer school), holiday vacations, and spring break. Work study funds cannot be used for non-enrolled students during the summer. Graduate students are permitted to work up to 19.9 hours a week during periods of enrollment.

## HOW MUCH ARE WORK-STUDY STUDENTS PAID?

Below are the current rates for hourly student employees for 2022-2023.

| | Minimum | Maximum |
|---|---|---|
| **Student Assistant-General** | $15.00/hr | $19.50/hr |
| **Student Assistant-Specialized** | $16.00/hr | $22.50/hr |

*(Specialized ex: research assistants, advanced computer, technical work)*

For Duke Departments:

### HOW ARE STUDENTS PLACED ON PAYROLL?

Student employees are paid on the Duke University bi-weekly payroll system, with the exception of PhD graduate students employed as teaching assistants whom are paid on a monthly basis. The departmental payroll clerk must submit a either Hire iForm and collect I-9 information the same as for a regular employment (for new hires) or a Cost Distribution Form (for students already on payroll). If a student has a primary and a secondary, the iForm will route to the primary for approval. ALL iForms related to work study students are reviewed and approved by the Office of Student Loans & Personal Finance. Direct deposit is required for all work study students.

### WHAT IF THE STUDENT IS UNDER AGE 18?

A student employee under age 18 must obtain a Youth Employment Certificate from the Office of Student Loans & Personal Finance. This certificate must be completed and submitted with the other payroll documents before they can be put on payroll.

Duke Departments that need assistance in completing an Employment Notice or Staff Change Form should call the Benefits and Records Office at 684-6723.

### CAN A WORK-STUDY STUDENT HOLD MULTIPLE JOBS?

Yes, the two employers must first agree on how much of the student's allocation will be earned at their department. Having both employers sign off on the Multiple Job Form does this. The Multiple Job Form is available on the Financial Aid web page in the Work Study section. A completed copy of the form should be submitted to the Office of Student Loans & Personal Finance before the student is placed on payroll.

### WHO TO CONTACT FOR MORE INFORMATION.....

Any additional questions may be directed to the Office of Student Loans & Personal Finance by email at StudentEmployment@duke.edu, or by phone at (919) 660-3630.