

Fall 2009-Spring 2010 Work-Study Quick Guide

- Students must have a separate Federal Work-Study award for the Fall - Spring period in order to work. Having had work-study during the Summer **does not guarantee a Fall/Spring work-study award or job** and requesting it does not guarantee an award.
- Students with a Work-Study award that begins in the Fall may begin working on August 24, 2009
- Students must be enrolled at least **half-time** in order to participate in the work-study program. (6 credit hours for undergraduates, 5 credit hours for graduate students).
- The Summer 09 work-study period is June 8, 2009-July 31, 2009.
- Students who have a Summer work-study award and an Academic Year award (Fall 09-Spring 10) can work until August 22, 2009 using their Summer 09 work-study money.
- Students working Summer 09 but not Fall 09 must stop working July 31, 2009 and turn in time sheets by August 8, 2009. This includes students who have no Fall 09 award or who graduate at the end of Summer.
- Students offered Fall 09-Spring 10 work-study must accept it on Pathway as soon as the award is available. Jobs will be posted on CareerExec during the first part of August.
- Students who have a Fall only award (typically \$2300), who graduate in December, or are enrolled less than half-time for Spring must stop working December 18, 2009.
- Students who have a full Academic Year award (both Fall and Spring) may continue working through the holiday break (Christmas, New Year's, etc), if there are hours available, the hiring department is open, and if the student is enrolled at least half-time for Spring.
- Students with a Spring only award may begin working on January 11, 2010.
- Departments will be sent an e-mail describing procedures for posting Fall/Spring jobs and documenting new hires/continuing students.
- Students must be making Satisfactory Academic Progress in order to be eligible for work-study.
- Jobs are obtained by visiting the Career Exec website and logging in to the work-study job lists. Supervisors for jobs may be contacted directly. Do not post your resume on the Career Exec site if you are interested in a work-study job as supervisors do not have access to this component. Students will apply for, and in many cases, interview for jobs. After turning in timesheets every two weeks, students will be paid every two weeks per dates listed on the university's bi-weekly pay schedule.