



Summer Work-Study Quick Guide

- Students must have a separate Federal Work-Study award for the Summer 2009 period in order to work. Having had Work-Study during the Academic year **does not guarantee a Summer Work-Study award or job** and requesting it does not guarantee an award. Due to federal funding, there are significantly fewer jobs available during the Summer as compared to the Academic Year.
- 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 last day for the Spring 2009 term is May 8, 2009. Students who have only a Spring 09 Work-Study job and award **must stop working** on this day unless a Summer Work-Study award is in place, their hiring department has been approved to hire student(s), and a job offer has been made.
- Students on Spring 09 Work-Study must turn in all hours worked during Spring by May 16, 2009.
- The Summer 09 Work-Study period is June 8, 2009-July 31, 2009.
- Students who worked during the Spring 09 semester and have a Summer 09 Work-Study award, and job, can work through the break (May 9-June 7, 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.
- Students offered Summer Work-Study must accept it on Pathway. Jobs will be posted closer to the beginning of Summer semester.
- Departments will be sent an e-mail describing procedures for posting Summer jobs and documenting new hires/continuing students.
- Jobs are obtained by visiting the Career Exec website (www.careerexec.com) and logging in to the Work-Study job lists. Supervisors for jobs may be contacted directly by students seeking employment. 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.