

Work Study Instructions for College Work Study (CWS) Employers

- **Make sure you have been given a CWS allocation**
 - **Off Campus Employers only** should also have returned their CWS contract.

- **Designate a Department Contact.** This person will receive CWS reports for their department. Each department is responsible for 100% of any CWS allocation overages, unless approved otherwise by Financial Aid.
 - Reports sent to your Department Contact will help you to:
 - Track your CWS utilization
 - Track student employee's award allotments and eligibility
 - Each department's CWS allocation will DECREASE by 100% of the student's payroll amount.
 - EX: A student earns \$100 in CWS wages. \$100 is deducted from the department allocation. The student's CWS eligibility is reduced by \$100.
 - WS earnings consist of 60% CWS program funds and 40% Department funds (40% of a student's CWS wages will be charged to the department's index).
 - Departments may be responsible for paying Workman's Comp and Unemployment, if applicable (contact Payroll department at 282-3010 for additional clarification). These amounts do not come out of the employer's CWS allocation.

- **Department requirements-Hiring**
 - Fill out the Position Description form: http://www.isu.edu/finaid/ws_pdesc.shtml
It is recommended you keep a copy of each position description. The posting will be removed from Bengal Jobs on the date listed on the form, unless requested otherwise.
 - Before you hire, have the student provide proof of CWS eligibility. **A CWS ARGOS report is available for you to look up your work study students.** Ask the student what other CWS positions they may hold.
 - Upon hiring, complete the PARTS or EPAF (CWS EPAF) form and submit it with any other required Employment forms found in the *New Hire Packet, Temp/Student Employees* to Human Resources- <http://isu.edu/media/human-resources/documents/manager/Temp-Student-New-Hire-Packet.pdf>
 - A list of CWS JOB TITLES and descriptions is available on the Financial Aid web page (http://www.isu.edu/finaid/cws_jobd.pdf).
 - **Remember there is a limitation on hours a student employee can work per week. Please refer to the HR policy for additional information:** <http://www.isu.edu/policy/3000/3050-Categories-of-Employees.pdf>
 - Periods of non-enrollment (i.e. end of Fall semester)
 - CWS funds paid in periods of non-enrollment may be subject to department billing for non-eligible CWS students. Eligibility may be affected by enrollment status (i.e. attending Fall semester only, but working the whole winter break or dropping below half time status for the Spring semester), and Satisfactory Academic Progress (SAP) compliance.