

Reminder - Monitor your student employee payrolls carefully to verify earnings are charging appropriately.

Cognos reports are available for departmental use to monitor awards and earnings.

Awards can change from day to day - award information you received a month ago may not be accurate today.

Cancellations can happen for these reasons:

**Incomplete financial aid requirements**

Notices will be sent out to affected students.

**Failure to meet enrollment requirement by census**

Enrollment requirement info can be found on the Financial Aid website and on GoWMU.

**Failure to earn by specified deadline**

Notices will be sent out to affected students and campus community.

Students must be paid from work-study or Fin Aid must receive request to hold award by:

Summer II – 8/2/11

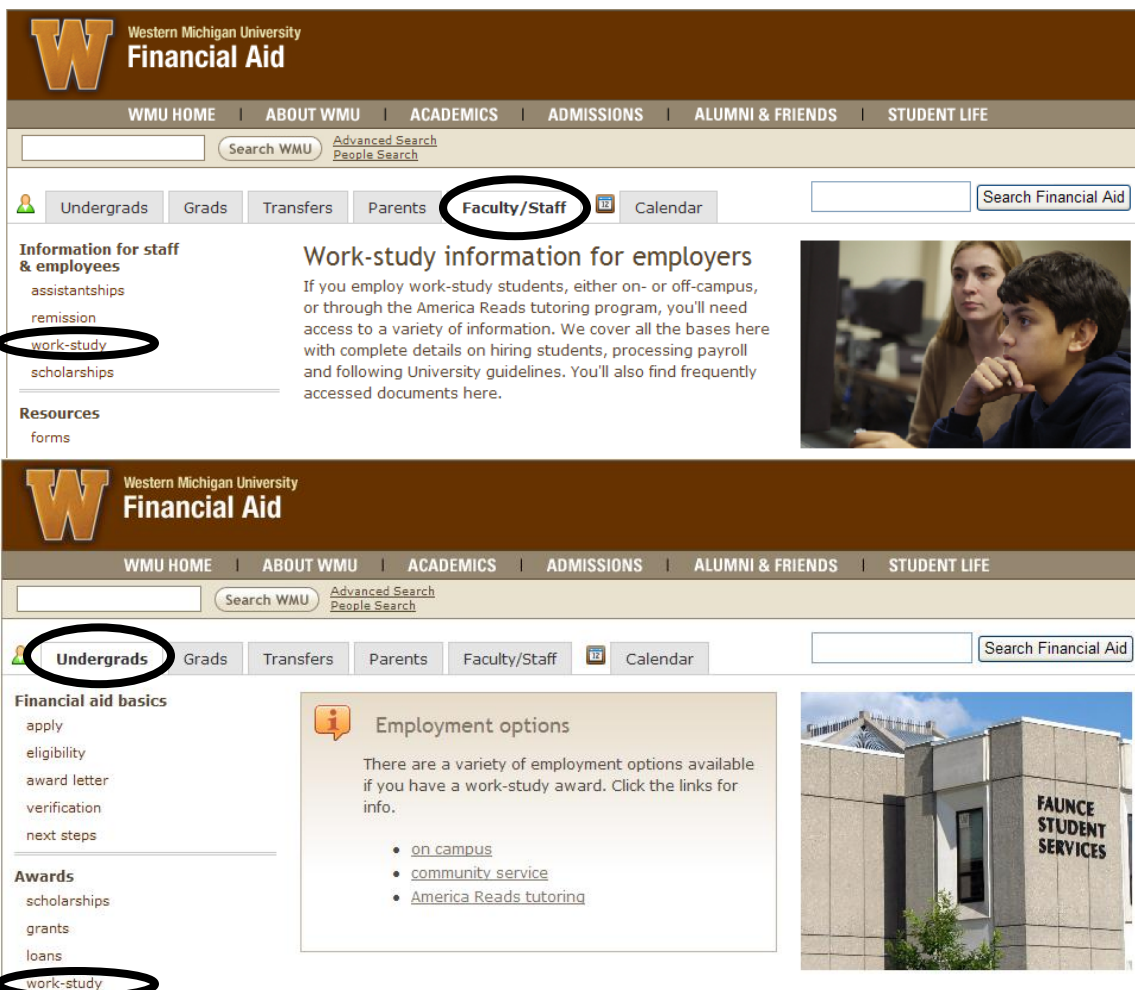
Fall/Spring – 10/25/11

Spring – 2/28/12

Enrollment and general eligibility requirements will be monitored regularly throughout the year.

Failure to meet the requirements may result in mid-year cancellations.

More information can be found by visiting the Financial Aid website at <http://www.wmich.edu/finaid/>.



## Guidelines for WMU on-campus employers

Departments who compensate students using the work-study program must:

- maintain a job description for each student in the program
- collect time sheets for hours worked. Timesheets must be signed by the student's supervisor, certifying that: 1) hours worked were authorized and 2) the time reported accurately represents hours worked on tasks related to the department's normal course of business.
- make these records available for review upon request from financial aid
- maintain the records according to WMU Human Resources policy.
- employ the students at the department's regular place of operation
- employ the students during the department's normal business hours
- provide direct supervision for the students
- coordinate the pay rate with the model established by Career & Student Employment Services. Pay rates must be assigned based on the position and skills necessary to complete assigned tasks.

Students who are paid using work-study must work to earn wages. **Please do not use work-study to compensate students for hours of study, or other non-work-related activities. To do so would be a violation of federal, state and University guidelines.**

When you employ a student you must compensate them regularly for hours worked. It is not appropriate to permit a student's hours to accumulate while finalizing the details of the student's financial aid.

Work-study payrolls are assigned as follows:

- Summer 2 - pay periods 02 through 08
- Fall - pay periods 10 through 26
- Spring – pay periods 28 through 44
- Summer 1 – pay periods 46 through 52

## Information for WMU on-campus employers

You will process the time for students who have work-study in the same manner as non-work-study recipients. Please note:

- **OFF-CYCLE PAYROLLS WILL NOT CHARGE TO WORK-STUDY.** If the hours are eligible to be paid from work-study you must submit them on time, through the regular payroll process.
- **Departments are responsible for tracking the student's earnings against their award.** Once the award maximum is reached, additional earnings will charge against the department.