



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

Revised 8/06/09

Memorandum : WORK STUDY GUIDELINES, GENERAL TERMS AND CONDITIONS

To: All Federal Work Study/Texas Work Study employees, their Supervisors, and Department Heads
From: Student Employment Office (SEO)

Guidelines for the Acceptance & Usage of Work Study Funds

At the time of hire, all students must provide their supervisor and the SEO with a copy of their work study award letter, which must be accessed through the Panther Tracks system. All work study awards are granted through the Office of Student Financial Aid and are subject to be **cancelled, reduced, or increased at the discretion of the Office of Student Financial Aid** per the work study regulations mandated by the Department of Education and the Texas Higher Education Coordinating Board. Therefore, significant changes to a student's earning potential under the work study program may result if the student's award allocation changes for any reason. To avoid any **departmental chargeback's** that may result due to a change in award amount made by the Office of Student Financial Aid, all students must re-print out a copy of their award letter at the beginning of each bi-weekly pay period. An updated award letter must be collected by the student's hiring supervisor each pay period to ensure that work study funds are available to cover all prospective earnings within that pay period. All bi-weekly award letter printouts must be retained in the student's internal employment file. If a student has found that a change has been made to his/her original award amount, the student must notify their hiring supervisor and the SEO immediately.

Employment Conditions for all Federal & Texas Work Study Students

All students receiving work study awards from the Office of Student Financial Aid may work no more than twenty (20) hours in one week and may continue their employment under a work study title code until the student's total work study award has been exhausted. Once the student has earned his/her total work study award, the student must immediately stop working and is no longer eligible for employment through the work study program. In addition, the hiring supervisor must ensure that an Employee Wage Request (EWR) has been created to terminate the student's employment from the work study account effective as of the day that the student will have exhausted his/her total work study award allocation.

General Terms for the Monitoring of Work Study Awards

It is the responsibility of both the student and employer to monitor all earnings made through the work study program in order to prevent the student from exceeding his/her award allocation. **The Time Traq system does not prevent students from entering time once the students' entire award amount has been earned;** therefore it is imperative that all work study students and their supervisors use the Work Study Balance Sheet, provided on the SEO website, each pay period to monitor the student's award allocation. Failure to closely monitor the student's work study award amount, may lead to costly chargeback's made directly to the hiring department. In addition, multiple violations of this procedure will result in the department and/or student losing their future eligibility to participate in the work study program.

Departmental Chargeback's

All hiring departments will be held responsible for paying 100% of all funds that their work study students earn in excess of their award amounts. If for any reason, a work study student's hiring department approves time through the Time Traq system which results in a payment being made to the student in excess of his/her total work award amount, the SEO will notify the student's hiring supervisor and the department head in writing detailing the amount of the total payment that must be reverted back to the work study account. The department will have a total of five (5) business days to ensure that an EWR is routing for the purpose of retroactively transferring the student to the Student Hourly title code effective as of the date that student exhausted his/her work study award.

Unearned Work Study Funds

All work-study awards are an estimate of the funds that students are eligible to receive. However, the amount of funds that a work study student will actually earn will be based upon his/her rate of pay and the number of hours worked. Any funds not earned will automatically revert back to the federal or state work-study account.

I have received, read, understand and will comply with SEO procedures regarding work study guidelines, general terms and conditions, and I understand that my participation in the work study program is subject to the terms stated above.

Student Name: _____ Signature _____ Date _____

Supervisor Name: _____ Signature _____ Date _____

Dept/Budget Head Name: _____ Signature _____ Date _____

Student Employment Office
Office of Human Resources

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