

## College Work-Study (CWS) Instructions for Employers

- **Make sure you have been given a CWS allocation**
  - **Off Campus Employers only** should return their CWS contract through Jaggaer as part of the allocation requirements. (*For the purpose of this document “department” will refer to both On Campus departments and Off Campus Agencies.*)
- **Designate a Department Contact.** This person will work directly with the Financial Aid office when additional information is needed. They will receive the CWS report for their department. Each department is responsible for 100% of any CWS allocation overages, unless approved otherwise by the Financial Aid office.
  - Reports sent to your Department Contact will help to:
    - Track your CWS utilization
    - Track student employee’s remaining award and eligibility
  - Each department 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 award is reduced by \$100.
      - WS earnings consist of 75% CWS program funds and 25% Department funds (25% of a student’s CWS wages will be charged to the department index).
    - Departments may be responsible for paying Workers Comp and Unemployment, if applicable (contact Payroll department at (208) 282-3010 for additional clarification). These amounts do not come out of the employer’s CWS allocation.
- **Department requirements-Hiring**
  - Advertise positions through ISU’s job site – Handshake. It is helpful when a work study position is being posted that the following is put after the title--ex. Office Assistant for Financial Aid (Work Study). Also, the closing date should be 3 months or less (from the date of posting).
  - Before you hire, have the student provide proof of a CWS award. For the On Campus departments only, a **CWS ARGOS report is available for you to look up your work-study students.** You may want to ask the student what other CWS positions they hold as this could impact the hours they could work.
  - 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*.
  - A list of CWS JOB TITLES and descriptions is available on the Financial Aid web page.
  - **Remember there is a limitation on the hours a student employee can work per week. Please refer to the HR policy for additional information. See Section II 3c at <https://www.isu.edu/media/libraries/isu-policies-and-procedures/human-resources/Categories-of-Employees-ISUPP-3050.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.

**PARTS form:** <https://www.isu.edu/media/human-resources/documents/training/manager/PARTS-Form.pdf>

**New Hire Packet:** <https://isu.app.box.com/s/wbkmwqrhir90yfyru21dhyxfegkunz05>

**CWS Job Titles:** <https://www.isu.edu/media/libraries/financial-aid/forms-2024/CWS.JobDescriptionsForWeb.pdf>

**ISU HR forms:** <https://www.isu.edu/hr/forms/>

**Student employee time reporting:** <https://tigertracks.isu.edu/TDClient/1950/Portal/KB/ArticleDet?ID=152979>

**EPAF instructions:** <https://www.isu.edu/hr/epaf/>