

University of Minnesota Duluth

Work-Study Program Information

Enrollment and eligibility requirements

- Initial Work-Study award offers for the academic year are based on full-time status; summer offers are based on half-time status.
- During the award period, all student employees must maintain at least half-time enrollment status in a degree- or certificate-seeking program: half-time status is 6 credits for undergraduate students, 3 credits for graduate students.
- For summer, credits for May and summer session are combined to determine enrollment status.
- Less than full-time status during the academic year may result in a change to award eligibility.
- Employers and the Office of Financial Aid and Registrar monitor a student's enrollment status throughout the award period.

Students must stop working immediately if

- They reduce their credit load to less than half-time status,
- They become academically dismissed from their degree or certificate program,
- The financial aid office determines they are no longer making Satisfactory Academic Progress, or
- If they become ineligible for federal or state aid for any other reason.

May a student earn more than their Work-Study funding award amount?

Many, but not all, on-campus employers allow student employees to continue working if an award runs out before the award period is over. It is up to the employer whether or not a student employee may continue working after they earn the amount awarded in Work-Study funding. *America Reads America Counts tutors* may not earn more than the amount they are awarded, due to funding restrictions for this program.

Work-Study awards are intended to last for the entire award period. This means that no more than one half of an award for fall and spring semesters should be earned during fall semester. At the time of hire or rehire (for returning student employees), students and the employer determine a work schedule based on the student's class schedule, pay rate, start date, and award amount. Employers who would like students to earn more than one half of the total award during fall semester will contact the Office of Financial Aid and Registrar in advance to determine the maximum allowable earnings for the term. Students who do not earn half their award during the fall semester may catch up during spring term.

How does a student find a job, and when can a student work?

A Work-Study award confirmation email is sent to a student after the student accepts the award offer.

A student returning to a job they held previously will need to forward the confirmation email on to their employer before they return to work. Students seeking employment may print or forward the confirmation email for their prospective employers, as documentation of the Work-Study award.

Job postings, application information, and student employment rules are posted online at <http://www.d.umn.edu/umdhr/studentjobs/>.

Work-Study-awarded students may apply for all job postings, in addition to the ones listed as *Work-Study Only*. For questions about a specific job posting, contact the employer who posted the position. The Office of Financial Aid and Registrar cannot assign jobs to students.

Students who need help locating a job may contact Mary Cameron, Associate Director, UMD Human Resources, 255 Darland Administration Building, 218-726-7912, mcameron@d.umn.edu.

With employer permission, students awarded for fall semester, or the full academic year, may begin using their awards in August. Students awarded for spring semester may begin working after fall semester ends. Students awarded for the summer terms may begin working at the beginning of May session. ***Students may not work after the last day of final exams for any award period.***

Payroll documents

Federal law requires that within three days after being hired, employees, including students, must complete payroll hiring documents with the department or unit that hires them, ***or stop working until they can finish payroll documents.*** To complete payroll documents, students must provide proof either of United States citizenship or eligibility to work as a noncitizen; most students will be able use their University ID card or driver's license, and their Social Security card. For a list of acceptable documents, see <http://www.d.umn.edu/umdhr/studentjobs/Forms/> under *Acceptable Document List for I-9 Process.*

Work rules at <http://www.d.umn.edu/umdhr/studentjobs/>

The work rules at <http://www.d.umn.edu/umdhr/studentjobs/> apply to all student employees.

University student employees may not work more than 40 hours a week, 80 hours in a pay period, even when they hold more than one University student employment position.

Work-Study funding may not be used to pay earnings for overtime or holiday pay; however, some employers allow students to work on holidays and pay them under the non-Work-Study student employment payroll known as Miscellaneous Student Employment.

Who can help with questions about student employment?

For general questions about financial aid, including Work-Study
Student Assistance Center
23 Solon Campus Center
218-726-8000 or 1-800-232-1339
umdhhelp@d.umn.edu

For help resolving work-related issues, students, supervisors and departments, may contact
Mary Cameron, Associate Director
UMD Human Resources, 255 Darland Administration Building
218-726-7912 mcameron@d.umn.edu.

The University of Minnesota is an equal opportunity educator and employer.