Reimbursement Procedures:

After paying your student(s) one hundred percent (100%) of wages earned, your agency must request a seventy five percent (75%) reimbursement from the University for each payroll period. Agencies are required to send a request for reimbursement at least once a month. The reimbursement request must include the following documents:

1. An invoice on your Agency's letterhead billing the University for seventy five percent (75%) of the student's gross earnings (a sample invoice has been enclosed for your reference).

The invoice must include:

- Remit address
- Date of invoice
- Invoice number
- Students name and last 4 digits of Social Security Number (Last 4) or UMD ID number
- Pay period beginning and ending dates, hours worked
- Gross pay (amount before withholdings) and net pay amount
- Signature of agency’s Financial Manager/Authorized individual

If you have more than one student employed, a separate invoice is required for each student.

2. Official University of Minnesota Duluth Off-Campus Work-Study Payroll Record sheet for each pay period.

Timesheets must contain:

- Students name and last 4 digits of Social Security Number
- Actual number hours worked each day to include start and end times
- Pay period beginning and ending dates
- Daily total and pay period total hours worked
- Supervisor’s signature

3. A copy of the student’s paycheck stub and original signature of receipt by the student as documentary evidence that the student received correct payment for his/her work (a form is enclosed for this purpose).
Check Receipt Verification

- Period worked
- Student’s name
- Student’s hourly wage rate
- Number of hours the student worked
- Students gross pay
- Original signatures of an agency official and student

If you have more than one student employed, a separate Check Receipt Verification is required for each student. Also note:

- Your agency is required to keep on file a photocopy of all documents submitted.
- Students must be paid for all work performed and students must not work more than forty (40) hours per week.
- Your agency must monitor the student's Work-Study award balance. A sample and a blank Work-Study Earnings Monitoring Worksheet are enclosed, which you may copy as needed. The student's Work-Study balance is calculated by subtracting gross earnings from the total Work-Study award after each pay period. At the end of the student's appointment, your agency must forward a copy of this document to:

Financial Aid and Registrar
University of Minnesota Duluth
Attn: Hilary Ramsey
184 Darland Administration Building
1049 University Drive
Duluth MN 55812-3011

- Student Work-Study awards are subject to change. You will be notified of any changes in writing.

Note: Reimbursement cannot be given for students working on an Official University holiday or for lunch, break periods or emergency closings. If their duties require them to work on these holidays or emergency closings, for whatever reason, your agency will be responsible for one hundred percent (100%) of their earnings. The 2015-2016 Official University Holiday schedule is included in this packet. The hours-worked are always rounded to the quarter hour, and the critical minute is eight. For work less than the eighth minute, the time is rounded down to the last quarter hour. Any work eight minutes and over is rounded up to the next quarter hour. Hours should not be submitted in any other increments than the quarter hour. The University may at any time, request original time sheets for student employees.