The Federal College Work-Study Program (CWSP) and Naropa Student Employment Program (NSEP) are collectively referred to as “work-study” and are administered by the Department of Human Resources in conjunction with the Financial Aid Office. The CWSP is a federally funded work program and is available to undergraduates only. The NSEP is a university-funded work program available to international students who qualify. Students must demonstrate significant financial need to receive a work-study award.

In order to participate in the work-study program, you must be a full time student and have received a CWSP or NSEP award as part of your financial aid package.

**IMPORTANT:** It is up to you whether you use your work-study award, but if you do not, it could be forfeited. If you would like to utilize your work study award and have not begun work by September 20th for the fall semester, or February 20th for the spring semester, please contact the financial aid office.

**STEPS TO BEING A WORK-STUDY EMPLOYEE AT NAROPA:**

1. Determine how many hours you may work per week.
2. Find job postings and apply for positions that will accommodate, and not exceed, your award.
3. Once hired, fill out necessary forms with HR.
4. After starting your work study position, comply with all requirements of your department and supervisor.
5. Fill out your timesheet in the payroll system or clock in and out via the timeclock, ensuring that all hours are recorded by 5 p.m. on the 7th and 23rd of each month.
6. Paychecks are mailed to your home address or can be paid via direct deposit. If you would like direct deposit please complete a Direct Deposit Form and attach a void check with your new hire paperwork when submitting it to Human Resources.

**STEP ONE: WORK-STUDY HOURS**

You will be asked to look at two sets of “hours” within the work-study context. It is very important to realize at the beginning of the semester that you are allotted a certain amount of hours you may work each term. You must decide how you would like to distribute those hours throughout the semester. Students often fail to realize this until it’s too late and they’ve used
up their entire award in the first few weeks. This can be a devastating blow to your finances. DON’T LET THIS HAPPEN TO YOU! Calculate your weekly hours before you do anything else, and don’t take a position which will require you to work more than your allotted hours per week unless you have a contingency plan for the end of the semester!

**The first set of hours** you will be asked to consider is your individual work-study award. As part of your Financial Aid package, Naropa University has provided you with a dollar amount reflecting your work-study award for the semester. This amount indicates the limit of what you will be allowed to earn that semester as a work-study employee (for example, if you are awarded $2000, you will be allowed to earn no more than $2000 for that semester).

You must then determine how many hours this award reflects. In order to calculate the number of hours, divide your award by your current work-study pay rate. This will give you the number of hours you have been awarded for the year. You may work no more than that number of hours per year. Divide this number by 30 weeks (15 weeks per semester) to calculate the number of hours you may work per week. These hours do not include the winter and spring breaks. If you wish to work during breaks, add those weeks in to the calculation. You may only work up to 20 hours per week during the semester as a work-study student, although you can work up to 40 hours per week during academic breaks.

**Calculate Your Weekly Hours Worksheet: (An example at $8/hour)**

| Work-Study Award: | $___________ per semester | $2,000 per semester |
| Current Pay Rate: | $____ per hour | $8.00 per hour |
| To determine your award in hours: | $____ per semester / $____ per hour = ________ hours per semester | $2,000 / $8 = 250 |
| To determine hours per week: | _____ hours per semester/15 weeks | 250 / 15 = 16.7 |

**The second set of hours** to be considered are the hours per week each position requires. Each job posting will have that department’s required number of hours per week included in the job
description. This is where you will need to carefully consider your award. Apply only for those positions which are commensurate with the amount of hours you may work per week according to your award.

In the above example, the student calculated that she may work 16.7 hours per week in order to comply with her award amount of $2,000 per semester. If she worked the maximum allowed 20 hours per week, her award would run out before the end of the semester and she would have no work-study income during those weeks. She is free to do that if she pleases, but she may wish to have a steady income for the entire semester. Therefore she must only work the 16.7 hours per week in order to maintain the income for the entire semester.

Additionally, work-study income is taxable (federal and state), so you will need to take this into account as you budget your finances. Please note that FICA (Social Security and Medicare) deductions are not taken from a work-study income.

**Job Levels:** Work Study Level I ($8.00 per hour), Level II ($9.00 per hour), Level III ($10.00 per hour), and Level IV ($11.00 per hour) with options for 50 cents per hour increases each semester based on written performance evaluations, up to $1.50 per hour over the base rate.

**STEP TWO: FINDING A JOB**

There are two types of work-study jobs: **On-Campus** and **Community-Based**. You may have more than one job per semester; however, you may not work more than 20 hours per week for all positions worked.

**On-Campus**

Most departments at Naropa hire work-study employees. These work-study jobs range from office assistants to performing arts stage crew apprentices to landscaping assistants. All of the on-campus job listings are posted online at [http://www.naropa.edu/about-naropa/employment/student-employment/work-study.php](http://www.naropa.edu/about-naropa/employment/student-employment/work-study.php) and applications are completed online.

There will be many students looking for work-study jobs at the beginning of the semester, so it’s a good idea to begin the application process as soon as possible. Apply for several positions in order to increase your chances of getting hired. Periodically throughout the year, new jobs will become available, and you are free to submit applications.

**Off-Campus**

Naropa employs a small percentage of students at non-profit organizations in the Boulder area through the Community Work-Study Program. Community work-study is a great opportunity to be of service to the community and work with children and adults in tutoring, counseling, and teaching. You must be eligible for work-study and be a United States citizen to qualify for the community work-study program.

You will be an employee of Naropa University, but your job will be to volunteer at one of the organizations. The hourly wage is $8 per hour.
Students can view Community Work-Study site information and job descriptions at: http://www.naropa.edu/about-naropa/employment/student-employment/community-work-study-positions/index.php

If you need assistance with your resume or job search, contact Naropa’s Career and Community Engagement Office at 303-245-4863.

If you have questions regarding the Community Work-Study Program, contact the Financial Aid Office at 303-546-3509 or via email at finaid@naropa.edu.

Contact Naropa’s Human Resources Department with any questions regarding the new-hire process at 303-245-4700 or via email humanresources@naropa.edu.

**STEP THREE: GETTING HIRED**

Once you have applied for positions, the departments and/or community agencies will contact you to interview you. Once you are offered a position, you can decide if you would like to accept it. If you do, you’re hired! Once you are hired, you **must** do the following:

**On-Campus**

1. Fill out your new employee paperwork. You can access the new hire paperwork on MyNaropa at https://my.naropa.edu/ICS/Employee/Forms.jnz. You will need to be logged into MyNaropa to access these documents. Please select:
   - New Hire Packet
   - Background Check Authorization

   Once you’ve completed these forms please take them to Human Resources along with your work authorization documents noted on the third page of the I-9 Form. Common forms of identification include Passport, Driver’s License and social security card or birth certificate. These documents need to be presented to Human Resources within 3 business days of your first day of work. If you have questions, please call Human Resources at 303-245-4700.

   Human Resources is located at 2595 Canyon Boulevard in Suite 400. Office hours are 8:30 a.m. to 5 p.m. Monday through Friday.

2. Arrange your schedule with your supervisor.

3. Learn how to use our electronic timesheet or timeclock system. It is your supervisor’s responsibility to train you on this system.

**Community-Based**

1. Contact the site/organization directly to inquire about available jobs and the site’s application process

2. If the site/organization selects you for a position, students must also complete Naropa’s employment application and new hire process:
   - Employment application
3. Once you’ve completed the above listed forms, take them to Human Resources along with your work authorization documents noted on the third page of the I-9 Form. Common forms of identification include Passport, Driver’s License and social security card or birth certificate. These documents need to be presented to Human Resources within 3 business days of your first day of work. If you have questions, please call Human Resources at 303-245-4700.

Human Resources is located at 2595 Canyon Boulevard in Suite 400. Office hours are 8:30 a.m. to 5 p.m. Monday through Friday.

4. If the site/organization selects you for a position and you have successfully completed Naropa’s new hire process, a member of the Financial Aid team will contact your site supervisor to confirm you can start working in your position.

**Submitting timesheets for hours worked:**

A paper timesheet will be emailed to you once you have been hired.

- You and your site supervisor are responsible for signing your timesheet each pay period.
- Your timesheet must be emailed to the Financial Aid Office (finaid@naropa.edu) by the payroll deadline each pay period.
- **You are also responsible for entering your hours into Naropa’s electronic payroll system by the payroll deadline each pay period.**

**RELEVANT EMPLOYMENT POLICIES**

As a private employer in the state of Colorado, Naropa is required to abide by numerous laws related to the administration of work hours, salary, and personnel records. The following policies are related to Naropa’s ability to administer wages and working hours accordingly.

**Breaks & Lunches**

In accordance with Colorado State law, hourly employees are entitled to break and meal periods; which are determined by the number of hours scheduled for the shift in which they work.

Employees are entitled to a paid, 10 minute rest break during any four hour shift, or the major portion thereof. Employees must remain on the premises during these breaks. Any employee working five hours or more is also entitled to a 30 minute, unpaid “meal break.” During this time, employees may leave the premises and are not required to be available to work.

Break and meal periods should be scheduled with your supervisor and colleagues to ensure adequate coverage in your department. Any questions regarding this policy may be directed to the Human Resources office.
**Time Sheets & Time Recording**

All non-exempt Naropa employees must, by law, record time worked on a daily basis. You will be recording your time via a time clock or electronic timesheet accessed via our payroll system. You will receive additional information when hired about our HR and Payroll system. After recording your time, your supervisor will then review and approve your time at the end of each pay period and will forward your timesheet to Payroll for payment.

**Pay Days and Direct Deposit**

Non-exempt employees at Naropa are currently paid semi-monthly receiving their paychecks on the 15th and last business day of the month. Pay periods are the 8th-23rd and 24th-7th of each month.

We strongly encourage direct deposit! **DIRECT DEPOSIT allows you to have your paycheck deposited directly into your bank account.** If you don’t elect direct deposit you check will be mailed to your home address of record.

**Federal & State Withholdings**

Employees must communicate to their employer tax information at the time of hire, including the number of federal and state withholdings they wish to claim from their annual pay. By law, payroll officers are not allowed to provide any kind of tax advice to employees. Employees concerned with their monthly withholdings should consult a tax advisor or the IRS directly (www.irs.gov).

**International Students** must pay tax on income earned in the U.S., including income from on-campus work-study. Please contact Jennifer Hinton, Naropa’s International Student Advisor, at 303-546-3592 or jhinton@naropa.edu for further information.

During periods when you are enrolled in classes your paycheck will not be subject to Social Security or Medicare withholdings. For federal and state taxes, the amounts withheld will depend on your personal situation and how you complete your W-4.

Employees are able to make changes to their federal and state withholdings at any time during the tax year by completing a new W-4 form, which may be obtained from MyNaropa, Payroll or Human Resources. These forms are also available directly from the IRS web site at www.irs.gov. Withholdings will continue from year to year until a new W-4 form is completed.

However, employees who claim “exempt” on their W-4 form are required to complete a new form each year to update their tax status. You must meet the federal guidelines in order to claim exempt. Naropa assumes no responsibility for your chosen withholding amount.

Unless otherwise specified, payroll will assume that employees desire the same number of withholdings for both federal and state taxes.

**IMPORTANT THINGS TO KNOW**

- Student employees are considered to be employees of Naropa. As such you are expected to abide by all policies and practices of the University. This includes: notifying your supervisor when you are going to be absent or late, reporting to work on time, leaving at the end of
your shift, complying with departmental dress codes, notifying your supervisor if you are ever injured on the job, and other employment-related policies.

- Community-based employees are still employed by the University. If you have any problems with your on-site assignment, or are ever injured, you need to contact the Human Resources Department immediately.

- If you move, it is your responsibility to notify Human Resources of your new address so that it can be updated in our systems. This information must be up to date for you to receive your W-2 tax statement in January. You can inform Human Resources of your new address by sending an email to: humanresources@naropa.edu.

- You may only earn the number of dollars you are awarded by Financial Aid. If you would like to request additional work-study funding, an appeal can be submitted to the Financial Aid office, although there is no guarantee that your request will be able to be accommodated.

- Work-Study employees can work up to 40 hours per week during winter, spring, and summer breaks, assuming you have enough dollars in your award to do so.

**IMPORTANT NAMES & NUMBERS**

Director of Career and Community Engagement, Sarah Steward
(303) 245-4863, ssteward@naropa.edu

Human Resources
(303) 245-4700, humanresources@naropa.edu

Financial Aid Counselor, Dennis Martinez
303-546-3509, finaid@naropa.edu

Director of Student Financial Services (Financial Aid), Nancy Morrell
(303) 546-3513, nancym@naropa.edu

International Student Advisor, Jennifer Hinton
303-546-3592, jhinton@naropa.edu