

## NAROPA UNIVERSITY WORK-STUDY HANDBOOK - FALL 2010

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. 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 have received a CWSP or NSEP award as part of your financial aid package. You must also be a program student taking at least 12 credit hours for undergraduates and 9 credit hours for graduates. **IMPORTANT:** It is up to you whether you use your work-study award, but if you do not, it is forfeited. If you would like to utilize your work study award and have not begun work by September 20<sup>th</sup> for the fall semester, or February 20<sup>th</sup> 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 the job, comply with all requirements of your department and supervisor.
5. Fill out and submit a timesheet to your supervisor at the proper time each month >> timesheet completed by 22nd/23rd<sup>th</sup> of each month.
6. Paycheck: a) Complete a Direct Deposit Form and attach voided check with your NEW HIRE PAPERWORK, or  
b) Your paycheck will be mailed out on payday.

### 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 very early 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 amount of hours, divide your award by your current work-study pay rate. This will give you the amount of hours you have been awarded for the year. You may work *no more than* that amount of hours per year. Divide this number by 30 weeks (15/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 hold one Work Study position at any given time. You may only work up to 20 hours/week during the semester as a Work-Study student, although you can work up to 40 hours/week during academic breaks.**

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

		<b>Example</b>
<b>Work-Study Award:</b>	\$ _____ per semester	\$2,000 per semester
<b>Current Pay Rate:</b>	\$ _____ per hour	\$8.00 per hour
<b>To determine your award in hours:</b> Divide the top number by the bottom number	\$ _____ per semester/ \$ ____ per hour _____ hours per semester	\$2,000/ \$8 =250 250 hours per semester
<b>To determine hours per week :</b> Divide the last number (hours per semester) by 15 (weeks per semester)	_____ hours per semester/ 15 weeks _____ hours per week	250 / 15 = 16.7 16.7 hours per weeks

**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 second 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) deductions are not taken from a work-study income.

## **STEP TWO: FINDING A JOB**

There are two types of work-study jobs: **On-Campus** and **Community-Based**.

### **On-Campus**

Most departments at Naropa hire at least one work-study employee. 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/employment/workstudy.cfm>. You may apply for these positions via e-mail. The contact person will be listed on the job posting. Most positions require a cover letter and resume for application. You can get assistance on developing your resume from Student Affairs.

There will be many students looking for work-study jobs at the beginning of the semester, so it's a good idea to begin applications 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 an application if you do not yet have a work study job.

### **Off-Campus: Community-Based**

Naropa employs a small percentage of students at non-profit organizations in Boulder, Longmont, and Lafayette. It 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. There are a limited number of students who can participate. Enrollment is done in the fall semester only, and the contract is for 2 full semesters: fall through spring, which is approximately 9 months. There is no community work-study available over the summer. The hourly wage is \$8/hour.

The financial aid office will be able to tell you if positions are currently open, and you can also go to <http://www.naropa.edu/employment/workstudy.cfm> to see the site descriptions. The financial aid office is in the Student Administrative Services Office in the Administration Building on the Arapahoe Campus.

## **STEP THREE: GETTING HIRED**

Once you have applied for positions, departments and/or community resources 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 do this on-line [www.eropa.naropa.edu >> admin depts. >> human resources >> forms >> NEW EMPLOYEE PACKET, and then bring your completed forms to Human Resources. Office hours are from 9 a.m. - 5 p.m., Monday through Friday in the Administration Building on the Arapahoe Campus, 2<sup>nd</sup> floor.
  - o **To complete your paperwork, you must present two forms of ID within THREE DAYS of being hired:** 1) a photo ID and 2) proof of your eligibility to work in the United States. Acceptable documents include (but are not limited to): a passport, an alien registration card, an I-94 form, OR a combination of a) a driver's license, school ID, or state-issued ID card and b) a social security card or birth certificate.
  - o Interested in Direct Deposit? See page 4.
2. **Arrange your schedule with your supervisor.**
3. **Learn how to use our electronic timesheet system.** It is your supervisor's responsibility to train you on this system.

### **Community-Based**

1. Schedule a meeting with the Financial aid Counselor to get a job description form.
2. Have your on-site supervisor complete and sign your job description form. Bring this and your service agreement to the Human Resources/Payroll office.
3. Follow steps 1 and 2 as outlined above in the on-campus hiring procedures.
4. You will need to get paper timesheets from the Payroll staff member who helps you with your paperwork. (Suree, ext 3515).
5. Your site supervisor is responsible for signing your timesheet.
6. You will also be responsible for completing an electronic timesheet each month and must turn in the paper timesheet signed by your onsite supervisor to the financial aid counselor.

If you need assistance with your resume or have any questions about the application procedure or job search, contact the Career Services Coordinator.

### **OTHER WORK-STUDY OPPORTUNITIES**

#### **Graduate Assistantships**

Graduate students may qualify for an assistantship as part of their financial aid package. Please see financial aid for more information.

### **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 & working hours accordingly.

#### **Breaks & Lunches**

In accordance with Colorado State law, hourly employees are entitled to break and meal periods during the shift in which they work.

Employees are entitled to a paid, 10 minute rest break during the middle of 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 minimum 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 Naropa employees must, by law, record time worked on a daily basis. Timesheets (which are available online through UltiPro (<https://www4.ultiproworkplace.com>)) are used for calculating your pay. Student employees should include on the timesheet the time they begin and end their work day and total hours worked excluding meal periods. Be sure to log your lunch breaks on your timesheet. A half-hour unpaid break is required if you work more than five straight hours.

Employees are responsible for submitting their timesheet to their supervisor on a monthly basis for approval and submittal to payroll.

### **Pay Days and Direct Deposit**

Naropa is on a monthly pay cycle. Employees are paid on the last working day of the month. **DIRECT DEPOSIT allows you to have your paycheck deposited directly into your bank account.** We strongly encourage direct deposit! If you don't choose to utilize direct deposit, the check will be mailed on payday to your home address of record. On each payday, you can sign on to UltiPro to view a statement indicating gross pay, deductions, and net pay. Automatic deductions such as additional tax withholding, may be arranged through the payroll department.

### **Federal & State Withholdings**

You must complete a W-4 at the time of hire, including the number of federal and state withholdings you wish to claim from your annual pay. Payroll officers by law 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 (<http://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](mailto: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. During the summers, if you are not enrolled, your paycheck will be subject to Social Security and Medicare withholdings. For federal and state taxes, the amounts withheld will depend on the number of dependants you claim on 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 payroll or Human Resources. These forms are also available directly from the IRS web site at "<http://www.irs.gov>". Withholdings will continue from year to year until a new W-4 form is completed.

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, 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 AND Admissions so that your address can be updated in both systems so that you will receive your W-2 tax statement in January. You can inform Human Resources by sending an email to: [benefits@naropa.edu](mailto:benefits@naropa.edu).**
- **Student employees (Work Studies) do not receive holiday pay. You are paid for hours worked.**
- You may only work the number of hours 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 accommodated. Also, Fair Labor Standards Act (FLSA) prevents a Work Study or Student Worker from holding an hourly non-exempt position while at the same time being retained in any exempt (salaried) position with the University.
- Work-Study employees can work up to 40 hours per week during winter, spring, and summer breaks, assuming you have enough hours in your award to do so.

#### **IMPORTANT NAMES & NUMBERS**

Career Services Coordinator, Sarah Steward  
(303) 245-4863  
[@naropa.edu](mailto:@naropa.edu)

Human Resources, Work Study Assistant  
(303) 245.4705  
[HRworkstudy@naropa.edu](mailto:HRworkstudy@naropa.edu)

Financial Aid Counselor  
303-546-3509

Nancy Morrell, Assistant Director of Student Administrative Services  
(Financial Aid)  
(303) 546-3513  
[nancym@naropa.edu](mailto:nancym@naropa.edu)

Jennifer Hinton, International Student Advisor  
303-546-3592  
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