

Naropa University Work-Study Handbook

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 Naropa Student Employment Program (NSEP) is a university-funded work program available to international students who qualify through the Financial Aid Office. The Federal College Work-Study Program (CWSP) is a federally funded work program.

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 6.0 credit hours.

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 job: set up timesheets and submit them to supervisor at proper time each month
5. Pick up paychecks from Payroll on the last working day of each month

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 year that you are allotted a certain amount of hours you may work each semester. You must decide how you would like to distribute those hours throughout the year. Students often fail to realize this until it’s too late and they’ve used up their entire award very early in the second semester. This can be a devastating blow to that student’s 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 year.

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 will provide you with a *dollar amount* reflecting your work-study award for the year. This amount indicates the *limit* to what you will be allowed to earn that year as a work-study employee. (For instance, if you are awarded \$3000, you will be allowed to earn *no more than* \$3000 for that year.)

You must determine **how many hours** this award reflects. In order to calculate the amount of hours, divide your award by the 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. You may distribute those hours as you see fit. Once you have determined the number of hours you may work per year, divide this number by 30 weeks

to calculate the number of hours you may work per week. There are 15 weeks per semester, not including the winter and spring breaks. If you wish to work during breaks, add those weeks in to the calculation. Students can work up to 40 hours per week during the breaks.

Calculate Your Weekly Hours

Worksheet:

		Example
Work-Study Award:	\$_____ per year	\$3,000 per year
Current Pay Rate:	\$_____ per hour	\$7.00 per hour
To determine your award in hours : Divide the top number by the bottom number	_____ \$ per year / _____ \$ per hour _____ hours per year	3,000 / 7 = 428.57 428.57 hours per year
To determine hours per week: Divide the last number (hours per year) by 30 (weeks per year)	_____ hours per year/30 weeks _____ hours per week	428.57 / 30 = 14.29 14.29 hours per week

Note: The above example is based on the current beginning pay rate of \$7.00 per hour for work-study employees. Naropa University gives periodic \$1 raises to work-study employees. Currently the raises are given after 450 hours of work-study employment. After approximately a year of work-study, you may be eligible for this raise. Please take that into consideration when determining your weekly hours.

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.

A work-study employee may work a maximum of 20 hours per week. For instance, the Human Resources Department hires a work-study employee for 12 hours per week. If you wish to work 20 hours per week, you may procure another position that requires up to 8 hours per week. During winter, spring, and summer breaks, work-study employees can work up to 40 hours per week. Please contact Financial Aid if you are interested in working during the summer.

In the above example, the student calculated that she may work 14.29 hours per week in order to comply with her award of \$3,000 per year. If she worked the maximum 20 hours per week, her award would run out several weeks 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 year. Therefore she must only work the 14.29 hours per week in order to *maintain the income for the entire year*.

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 to work for them. 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 www.naropa.edu/currentstudents as well as in several places on the Main Campus including the 2nd floor of the Administration Bldg and in the Job Book by the Student Affairs office.

You may apply for these positions in person, via email, fax or regular mail. The contact person will be listed on the job posting.

There will be many students looking for work-study jobs in the fall, 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.

Community-Based

Naropa employs a small percentage of students at 6 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 an American 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 \$7/hour and you can work up to 10 hours per week. You may find you want to work at more than one community site, which is fine. Some students choose to split their hours between an on-campus job and a community job.

The Career Services Coordinator has a list of possible sites to do community-based work-study, and you can also go to www.naropa.edu/currentstudents to see the site descriptions. The Career Services Coordinator's office is in Student Affairs in the Administration Building on the Arapahoe Campus.

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**If you need assistance with resumes or have any questions about the application procedure or job search, contact the Career Services Coordinator or anyone in Human Resources. If you are having difficulty finding a job, contact the Human Resources or Financial Aid Department.**

## **Work-Study Hiring Procedures**

### **On-Campus**

If you are hired, you must do the following:

1. As soon as you are hired, or on your first day of work, you must fill out your new employee paperwork. You can do this with any Human Resources or Payroll employee. Office hours are from 9 a.m. - 5 p.m., Monday through Friday in the Administration Building on the Arapahoe Campus.
2. To complete your paperwork, you must have a form of photo ID and 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 1) driver's license, 2) school ID, 3) state-issued ID card and 1) a social security card or 2) birth certificate.
3. It is your supervisor's responsibility to show you how to complete the timesheets, schedule your hours, and arrange time off with you.

### **Community-Based**

1. Schedule a meeting with the Career Services Coordinator to (1) get assistance in choosing a site (2) complete your service agreement and (3) 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 timesheets from the Human Resources or Payroll staff member who helps you with your paperwork. Please use a paper timesheet for community-based work.
5. Your site supervisor is responsible for signing your timesheet.
6. Turn in your timesheet to the Career Services Coordinator each month.

## Important Things to Know

- You are an employee of Naropa University, and as such, are expected to abide by all policies and practices of the University. This includes: notifying your supervisor when you are going to be absent, complying with departmental dress codes (if there are any), 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.
- We are paid monthly by the University on the last working day of each month. Timesheets are generally due the 19<sup>th</sup> of each month. It is your responsibility to turn your timesheet in on time to your supervisor. Late time sheets may not be paid until the following month.
- If you move, it is your responsibility to notify the Payroll department.
- You need to ensure you log your breaks on your timesheet. A half-hour unpaid break is required if you work more than five straight hours.
- You may only work for 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 to be accommodated. Also, remember that you cannot exceed working 20 hours per week of work-study during the school year.
- 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. **IF YOU ARE INTERESTED IN WORKING DURING THE SUMMER, YOU MUST CONTACT THE FINANCIAL AID DEPARTMENT.**

## **Important Names & Numbers**

Manila Souvannamacho, Payroll Manager  
(303) 546-3529  
[manila@naropa.edu](mailto:manila@naropa.edu)

Amy Anderson, Human Resources Representative  
(303) 546-3576  
[amya@naropa.edu](mailto:amya@naropa.edu)

Lynda Grimm, Career & Volunteer Services Coordinator  
(303) 245-4863  
[lyndag@naropa.edu](mailto:lyndag@naropa.edu)

Amy Haddon, Director of Human Resources  
(303) 546-3556  
[amy@naropa.edu](mailto:amy@naropa.edu)

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

Beth Shaw, International Student Advisor  
303-546-3592  
[beth@naropa.edu](mailto:beth@naropa.edu)

## **Wage & Hour Administration**

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 30 minute, unpaid "meal break." Most Naropa offices observe an hour lunch period, which more than meets the state requirement for a 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 from [www.iemployee.com](http://www.iemployee.com) or from the Payroll office) are used for calculating your pay.

Work-Study employees should include on the timesheet the time they begin and end their work day and total hours worked excluding meal periods.

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

### ***Pay Days***

Naropa is on a monthly pay cycle. Employees are paid on the last working day of the month and may pick up their pay check or pay stub directly from the Payroll Department.

On each payday, you will receive a statement indicating gross pay, deductions, and net pay.

Automatic deductions such as additional tax withholding, may be arranged through the Department of Human Resources or the Payroll Department.

For your convenience, we offer the option of having your paycheck automatically deposited to your bank account. For information on enrolling in the Direct Deposit option, contact the Payroll Department or Department of Human Resources.

### ***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. Payroll officers are by law 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](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 Beth Shaw, Naropa's International Student Advisor, at 303-546-3592 or [beth@naropa.edu](mailto:beth@naropa.edu) for 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 your personal situation and how you fill out 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 [www.irs.gov](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.

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