



# Work-Study Newsletter

August 17, 2009

Volume 1, Issue 4

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Get ready to start looking for parking 😊

## Fall/Spring Work-Study

The general rule of thumb is that the student will need to be enrolled in 6 hours in order to be awarded work-study aid.

- ✚ Fall appointment dates for Define need to have a beginning date of September 1, 2009 and an end date of May 31, 2010. Departments can begin creating fall appointments on Wednesday, August 26, 2009.
- ✚ FALL appointments will be processed the same way - in date order. Students CANNOT begin working until their appointment has been approved by our office. Offices that do not comply with this will risk losing their allocation for the semester and/or year.
- ✚ As usual I will be sending you an email once the appointment has been approved.
- ✚ During this busy time I will not be responding to emails or phone calls until 4:00 each day. Please keep in mind that there will be 700+ appointments that will need to be processed and only 1 person (me) approving them.
- ✚ If you need to check eligibility for a student please ask the student to print out their Financial Aid award letter for the 0910 school year. If they have been awarded it will show up on the award letter. If it is not on their award letter then please send me the banner id number and I will respond in a timely manner.

## Financial Aid Web Pages

\*<http://www.utsa.edu/financialaid/>

\*<http://www.utsa.edu/financialaid/workstudysupervisors.html>

\*<http://www.utsa.edu/financialaid/sitemap.html>

\*<http://www.utsa.edu/payroll/payrollcalendar2.html>



Classes begin August 26, 2009

## Contact us

[Amanda.Marin@utsa.edu](mailto:Amanda.Marin@utsa.edu)

210) 458-7237

[financialaid@utsa.edu](mailto:financialaid@utsa.edu)

210) 458-8000 (local)

1.800.669.0919 (toll free)

210) 458-4638 (fax)

## Financial Aid & Twitter

Financial Aid and Enrollment Services is now on Twitter. If your work-study students use twitter please advise them to follow financial aid so that they can receive updates and other important information from our office. The link is on our website.

<https://twitter.com/UTSAfinaid>

## HR Website UPDATES

- ✚ Effective July 24, 2009 - The federal minimum wage for covered nonexempt employees will increase to \$7.25 per hour.

<http://www.dol.gov/dol/topic/wages/minimumwage.htm>

- ✚ Effective April 3, 2009 - The new Form I-9 (REV 02/02/09) must be used. The revised Form I-9 reflects changes made to the list of documents acceptable for Form I-9 in accordance with the Department of Homeland Security's (DHS) recent interim final rule.

<http://www.uscis.gov/files/form/i-9.pdf>

Our Human Resources office has updated the wage table for work-study students. Please refer to the table below and check out the HR website for more information.

0073	Student Assistant II (Graduate Work Study)					
	Entry Level Graduate - Less than 2 Academic years of relevant work experience	7.50	7.75	15,600	16,120	19
	High Experience Level - Two or more academic years of relevant work experience	7.75	8.88	16,120	18,470	19
0074	Student Assistant I (Undergraduate Work Study)					
	Entry Level - Less than 1 academic year of relevant work experience	7.25	7.25	15,080	15,080	19
	Between one and two years of relevant work experience	7.50	7.75	15,600	16,120	19
	Between two and three years of relevant work experience	7.75	8.00	16,120	16,640	19
	Three or more years of relevant work experience	8.00	8.63	16,640	17,950	19

## Human Resources Point of Contacts

Christine Bodily - Payroll

458-4283

Eva Burnett - Budget

458-6631

Budget.office@utsa.edu



Our Human Resources office is always available to assist with any questions and is constantly updating their website.

## HOURS

- ✚ Student cannot work more than 19 hours a week. They can begin working up to 40 hours once they have taken their last final in Dec.
- ✚ If you student is graduating in the fall they cannot work past their graduation date.

## Timesheets, OV1's & Define

- ✚ This is just a reminder that every pay period departments need to submit copies of timesheets and OV1's (second page) for each work-study student. Departments may campus mail the timesheets or scan them and send them to me electronically.
- ✚ REMINDER: It is against Federal regulations for student workers to work more than 30 days without getting paid - we must pay a college work-study compensation at least once a month for hours worked. The University can lose its funding if we are found to be out of compliance with this regulation. Please be sure to process an OV1 for students for every pay period they work.
- ✚ Students CANNOT begin working until their Define appointment has been approved by the Financial Aid Office. Offices that do not comply with this will risk losing their allocation for the semester and/or year.

REMIDNERS: Routing of appointments once created go through at least 4 or more approvals before Financial Aid can approve the document:

- 1<sup>st</sup> - Departmental level approval (one or more approvals)
- 2<sup>nd</sup> - Budget level approval
- 3<sup>rd</sup> - HR level approval
- 4<sup>th</sup> - Financial Aid final approval

To check the routing of a created appointment you would type ANH/ACH in the Command line and type in the document ID number. Then you would type in ROU in the action line of the appointment.

The desk workers for Financial Aid are KUAEM, KUJAF, and KUPMR. The appointment has to show that Financial Aid as the final approver.

Below is an example of a work-study appointment from our office and note that every department will have their own routing process.



To all supervisors : Thanks for all your hard work

- \*The appointment was created by Bryan
- \*He then approved the appointment once he was finished
- \*Then it went to our Director Diana for departmental approval
- \*From the departmental level it went to VPSA for approval
- \*Then to Budget
- \*Then to Human Resources
- \*Finally to Financial Aid - Work-Study Coordinator ☺

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>> This document has obtained all necessary approvals <<
View: 1 of 4
The following people have seen this document:
Created 05/26/09 8:57 AM KUBEH - HILBURN, BRYAN E 458-7820
STUDENT FINANCIAL AID 00400
Approved 05/26/09 9:07 AM KUBEH - HILBURN, BRYAN E 458-7820
Approved 05/26/09 12:35 PM KU - MARTINEZ, DIANA S 458-7172
Approved 05/26/09 12:48 PM XIRDM - MILLER, ROBERT D 458-7735
Approved 05/26/09 1:26 PM KGEXC - CHEN, EUNICE 458-4230
Approved 05/26/09 1:46 PM QECMR - ROVER, CATINA M 458-4259
Approved 05/26/09 2:51 PM KUAEM - MARIN, AMANDA 458-7237
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## Job Fair - Aug. 27

The UTSA University Career Center will host a work-study job fair from 2:30 to 4:30 p.m., Thursday, Aug. 27 on the University Center second floor in the airport lounge, between Retama Auditorium (2.02.02) and the University Career Center (Room 2.02.04) on the Main Campus. UTSA departments needing to hire work-study students are encouraged to register for a table at the event, where they can meet students who qualify for work-study financial aid.

Registration is free and includes one table with two chairs, a department sign and access to University Career Center interview rooms.

To register, visit the [University Career Center Jobbank](#) Web site, select the "Career Events" tab and then select "Fall 2009 Work-Study Job Fair."

For more information, contact [Leslie Bagnocche](#) at (210) 458-4588 or [Tiana Terry](#) at (210) 458-4769.

## SU 508 - TXClass

Work-Study Supervisor Trainings for the Fall will be:

September 18, 2009 - UC 2.01.40 (1604 campus)

October 16, 2009 - FS 1.402 (DT campus)

November 6, 2009 - UC 2.01.40 (1604 campus)

December 11, 2009 - FS 1.402 (DT campus)

<https://utdirect.utexas.edu/txclass/index.WBX>