



**Supervisor Guide for  
Work-Study Students  
2017-2018**

|  |           |
|--|-----------|
| <b>THE CAREER DEVELOPMENT CENTER AND STUDENT EMPLOYMENT.....</b> | <b>3</b>  |
| <b>WHAT IS FEDERAL WORK-STUDY? .....</b>                         | <b>3</b>  |
| <b>THE FINANCIAL AID OFFICE.....</b>                             | <b>3</b>  |
| <b>WHY HIRE WORK-STUDY STUDENTS? .....</b>                       | <b>3</b>  |
| <b>HOW TO POST JOBS ONLINE.....</b>                              | <b>4</b>  |
| <b>HOW TO HIRE WORK-STUDY STUDENTS? .....</b>                    | <b>15</b> |
| <b>HOW WORK-STUDY GETS CHARGED .....</b>                         | <b>15</b> |
| <b>BASIC STUDENT EMPLOYMENT ELIGIBILITY .....</b>                | <b>15</b> |
| <b>WORK-STUDY EARNING PERIODS .....</b>                          | <b>15</b> |
| <b>WAGES .....</b>   | <b>15</b> |
| <b>OVERTIME .....</b>  | <b>16</b> |
| <b>TYPE OF WORK ALLOWED .....</b>                                | <b>16</b> |
| <b>WHAT YOU CANNOT DO .....</b>                                  | <b>16</b> |
| <b>SUPERVISOR RESPONSIBILITIES .....</b>                         | <b>17</b> |
| <b>CALTECH WORK-STUDY .....</b>                                  | <b>18</b> |
| <b>APPENDIX .....</b>  | <b>19</b> |

## The Career Development Center and Student Employment

Our mission is to provide students opportunities for on campus employment in part-time positions which match their interests and skills and which may help them grow personally and professionally.

### What is Federal Work-Study?

Federal Work-Study (FWS) is a program of financial assistance for eligible students that is jointly-funded by federal and departmental contributions. It allows students to work to earn a portion of their college expenses.

### The Financial Aid Office

The Financial Aid Office (FAO) determines student eligibility for the FWS program once the student completes the Financial Aid Application Process. For the **Academic Year 2017-18**, freshmen are awarded \$1350 and upper-class students are awarded \$2500.

FR Award: \$1350

UC Award: \$2500

### Why Hire Work-Study Students?

The FWS Program offers departments the ability to hire qualified students at low cost. FWS students can provide valuable work support at lower cost due to **cost-sharing**. Participating departments only pay 25% of the FWS earnings of each FWS student hired, funds allocated to Caltech from the Department of Education pay the remaining 75% of the wages. For most students, the maximum FWS award for the academic year is \$2500; therefore, the maximum a department would need to provide is \$625 per student.

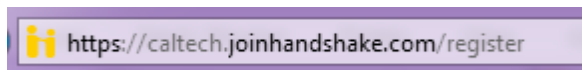
The 25% departmental cost share **may not come from a federally-funded account, unless that particular account has the authority to pay student wages**. For example, funds from programs sponsored by federal agencies (such as the National Science Foundation or the National Institutes of Health) may be used to pay the nonfederal share (the 25% portion of the earnings), as long as the programs have the authority to pay student wages. The hiring department should contact the appropriate federal agency to see if the program in question does have this authority.

## How to Post Jobs Online

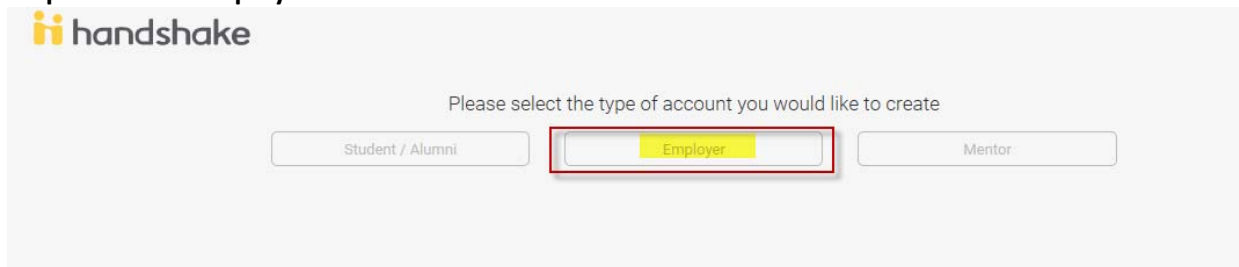
For each job posting you will need to provide:

- Job Title
- Estimated Hours per Week
- Wages: See Appendix
- Job Description: List in detail the duties and responsibilities assigned to the specific position.
- Qualifications: List all qualifications both required and preferred for the position. Be certain to note which are “required” and which are “preferred.”
- Application Instructions: Be specific about how you want students to apply.


**Step 1:** Begin by navigating to <https://caltech.joinhandshake.com/register> to create an account.



**Step 2:** Click on **Employer**



**Step 3:** Sign Up



Sign up as an Employer

First Name

Last Name

Email Address (use your work email)

Password

Confirm Password

Phone Number

**Sign Up**

**Step 4:** Make sure to select School Name: **California Institute of Technology**.

Before continuing, we need a bit more info

Tell us the types of students you wish to recruit

- Agriculture, Food & Horticulture
- Arts & Design
- Business, Entrepreneurship & Human Resources
- Civics & Government
- Communications
- Computer Science, Information Systems & Technology
- Education

Add your Alma Mater

|   |                                   |
|---|-----------------------------------|
| <b>School Name</b>  | <b>Graduation Year</b>            |
| <input type="text" value="California Institute of Technology"/> | <input type="text" value="2017"/> |

My school is not listed, let me type my own


[Add another Alma Mater](#)


[Next: Employer Guidelines](#)


**Step 5:** Click Employer Guidelines and answer “No” and **Confirm Email**.


## Handshake Employer Guidelines

Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our [Terms of Service](#):

 **Be Accurate and Trustworthy:** Tell the truth about your company, your team and the jobs available.

 **Be Fair:** Do not discriminate based on ethnicity, national origin, religion\*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.

 **Keep Your Commitments:** When you make a commitment to a school or student, keep it. If you can't, work to provide a fair and equitable path for affected students.

 **Keep Student Info Confidential:** Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.

In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#).

Are you a 3rd party recruiter working on behalf of another company?

By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities.

\*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

## Handshake Employer Guidelines

Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our [Terms of Service](#):



**Be Accurate and Trustworthy:** Tell the truth about your company, your team and the jobs available.



**Keep Your Commitments:** When you make a commitment to a school or student, keep it. If you can't, work to provide a fair and equitable path for affected students.



**Be Fair:** Do not discriminate based on ethnicity, national origin, religion\*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.



**Keep Student Info Confidential:** Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.

In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#).

Are you a 3rd party recruiter working on behalf of another company?

Yes

No

By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities.

\*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

Next: Confirm Email





Great! You've successfully signed up for Handshake.

We've sent you a link to confirm your email address. Please check your inbox. It could take up to 10 minutes to show up in your inbox.

**Step 6:** Once you receive the email, click the confirm email button, and you will be directed to **California Institute of Technology (Caltech) – On Campus Jobs** employer account. Click **Request** button to request access. You will then receive another email granting you access. Click on the link in the granting access email, search for Caltech and add as your school.

Great! It looks like your company is already in Handshake.



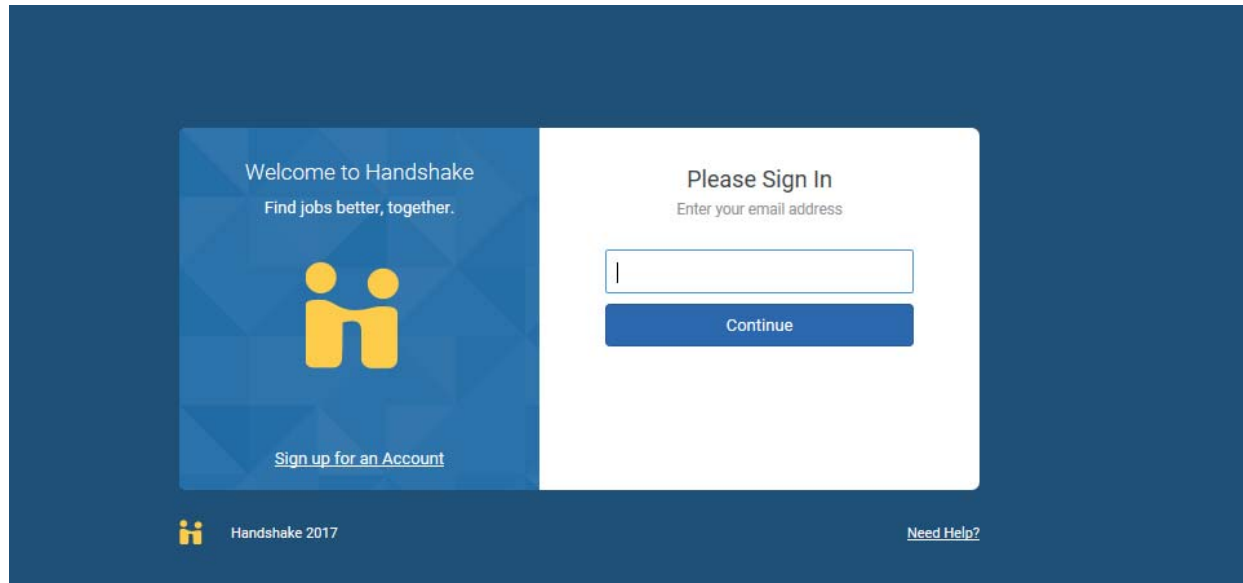
Requested

California Institute of Technology - On Campus Jobs

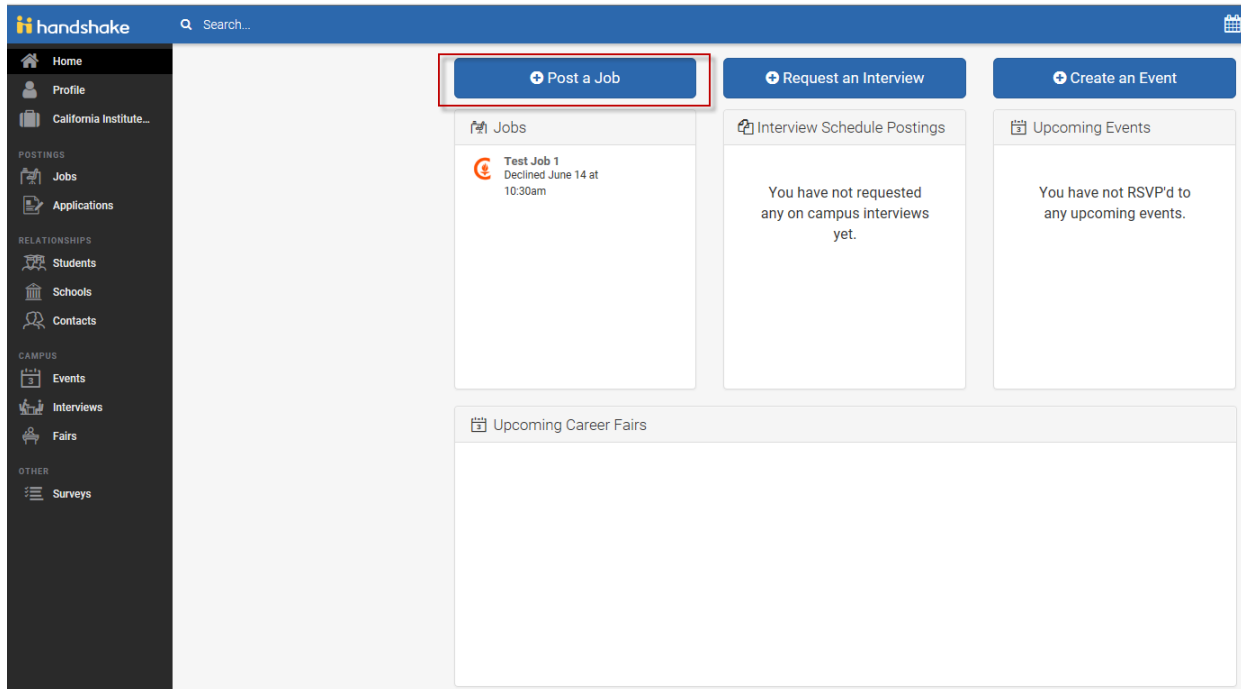
A private research university founded in 1891, known for its engineering & science programs in Pasadena, CA.

Pasadena, CA, USA | <http://www.caltech.edu>

**Step 7:** Login and post your job.



**Step 8:** Click on Post a Job



**Step 9:** Enter the required posting information, make sure to select “Yes” for **Work Study Job?**

**\* Job Title**

+ add an [ATS / job code](#) to match against your applicant tracking system (this will **not** sync applications)

**Company Division**

**Require students to also apply through website or applicant tracking system?**

- Yes  No

**Display your contact information to students?**

- Name Only  Name and Email  Don't show my info

**\* Job Type**

- Job  
 Internship  
 On Campus Student Employment  
 Cooperative Education  
 Experiential Learning  
 Fellowship  
 Graduate School  
 Volunteer

**\* Employment Type**

- Full-Time  
 Part-Time

**Duration**

- Permanent  
 Temporary / Seasonal

**Work Study Job?**

- Yes  No

< Previous

Basics

Details

Preferences

Schools

Next >

**Important Note:**

Handshake uses the term **Company Division** to refer to all campus entities and not just academic divisions in the Caltech sense. If your division/department is not listed, please contact the Career Development Center to have it added to the list.

**Step 10:** Click **Next** and follow bottom navigation to complete job posting information > **Details** > **Preferences**> **Schools**: Make sure to select Caltech. To finish click **Create** on the bottom navigation to post and review your job.

**Need More Help?**

Please visit <https://support.joinhandshake.com>. Select **Employer** and type: *"How do I create a user account and join an existing company?"* in the search box. Follow the instructions in the Help Center. Make sure to select **California Institute of Technology (Caltech) – On Campus Jobs** at **step 9**. Additional help screen shots are available in the Appendix.

## How to hire work-study students?

Complete the Student Data Sheet [sample provided in the appendix] with the student's and hiring department's information and submit to Human Resources. There's no difference in the hiring process between hiring a student not on financial aid and a work-study student. Follow your department's procedure for student hires. Just make sure under your PTA, the expenditure type for payroll processing is "**Student Wages NB**".

## How Work-Study Gets Charged

When a work-study student is hired, the wages are initially charged 100% to the hiring department's PTA. After the payroll process runs for students, it will look to see if the student has a federal work-study award. If the student does, then 75% of the wages earned will be charged to the FWS PTA and the department PTA will receive a 75% credit. On the student's Oracle labor distribution record you will see 100% charged to department PTA then 75% credited to the department PTA, and 75% charged to the FWS PTA. In the final calculation the department only gets charged 25% of the wages for students with a federal work-study award.

The department PTA will get the work-study credit until the student has used up her entire federal work-study award. Once the student has earned her entire work-study award the department PTA will be charged 100% for any earned income above that.

## Basic Student Employment Eligibility

Student must be enrolled at least half-time and have a federal work- study award.

## Work-Study Earning Periods

For academic year 2017-18, the work-study earning period is from **September 18, 2017** to **June 24, 2018**. Seniors cannot work past Commencement, **June 15, 2018**.

**Important Note: Timesheets submitted for work-study students after June 24, 2018, will not receive the FWS credit. Departments will need to pay 100% of the student wages for the hours submitted after that date.**

## Wages

See Appendix.

## **Overtime**

Overtime is not permitted. During the academic year, students cannot work more than 16 hours a week- no matter how many on-campus jobs they have.

## **Type of Work Allowed**

Any office technical or clerical support work is allowed as well as research or teaching assistantships. However, a student employed in a FWS job and receiving academic credit for that job may not be:

- Paid less than he or she would be if no academic credit were given
- Paid for receiving instruction in a classroom, laboratory, or other academic setting
- Paid unless the employer would normally pay the person for the same job

## **What you Cannot Do**

- FWS students cannot replace regular full-time employees.
- The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any student employed under FWS must be paid for all hours worked.
- In order to avoid personal liability in the case of an injured student, you should not send your FWS students on personal errands.
- FWS positions cannot be used in the construction, operation or maintenance of any part of a building used for religious worship or sectarian instruction.
- Unemployment benefits are not accrued as a result of student employment.
- Students are not eligible for vacation, or holiday pay.



- Students who are paid through Federal Work Study funds cannot be compensated on a salary, commission, or fee arrangement.
  - Departments must NOT allow students to work beyond the academic year work dates. **Departments will be responsible for 100% of the earned wages beyond the FWS award.**
- Students are **NEVER** to work during their scheduled class time (**even when a class has been cancelled for that day**). It is the Supervisor's responsibility to ensure this.
- FWS duties can never include supervising other students.

## Supervisor Responsibilities

As a supervisor in a higher education setting, it is your responsibility to see that the students' work experience contributes to their education as much as possible. A supervisor should also be alert to the general well being of a student's mental and physical health. If unusual behavior occurs, or a personal or educational concern arises for the student, you may wish to direct them to the appropriate resource on campus, such as the [Deans' Office](#) or the [Counseling Center](#).

The following lists some of the supervisor responsibilities for students employed under the Federal Work-Study Program (supervisors are defined as any faculty member or person working at Caltech who is responsible for the student employee and the work accomplished by that student):

- Ensuring that students have a work-study award from the Financial Aid Office.
- **Hours worked cannot be held and paid at a later date or recorded in a pay period other than the one in which they were performed.**
- Supervisors are responsible for monitoring a student's work-study balance so that they do not exceed their award.
- It is the responsibility of the supervisor to terminate employment on time so as to ensure that the student will not work in excess of his/her eligibility. **If the student does exceed the work-study allotment, the department where the hours were worked will be charged for the wages of those hours. The Financial Aid Office can assist departments by providing award used amounts.**
- Establishing a schedule of work hours that will be acceptable to both the student and the department. Remember that your student worker is a student first and try to be flexible and understanding when they need time off for school work.

- A supervisor must develop a complete job description for the position, discuss the description, and present a copy of it to the employee.
- A supervisor must discuss all rules and regulations relating to employees of the department with the student employee.
- A supervisor must inform student employees at the time they are hired if there are clothing requirements for the particular position they will fill for the department.
- Students are allowed rest breaks the same as non-exempt staff if they are scheduled to work for any straight four-hour period.
- Supervisors cannot expect students to work beyond their scheduled time.
- **Supervisors are responsible for seeing that hours listed on the timesheet or in Kronos are accurate, and that the student is in agreement with those hours and both have signed off to that effect.**
- Supervisors are encouraged to maintain timesheets and records of hours worked by each student.
- Work hours must not be accepted for work-study students on financial aid probation until the student has petitioned for reinstatement and the petition has been approved.

## Caltech Work-Study

The Caltech Work-Study Program is funded by the Institute to provide part-time employment for international students and others who have demonstrated financial need, but do not qualify for Federal Work-Study. This program is limited to work on campus. The program is designed to parallel the Federal Work-Study program, and the same guidelines apply to its administration, except for the cost-sharing percentages. Students on the Caltech Work-Study program are paid **60%** by financial aid and **40%** by the hiring department.

# APPENDIX

## STUDENT EMPLOYEE DATA SHEET

Freshman   
  Sophomore   
  Junior   
  Senior   
  Graduate

*(Freshmen need the Dean's approval to work)*

|  |  |  |                  |                             |
|--|--|--|------------------|-----------------------------|
| <b>Last Name</b>   |  | <b>First Name</b>  |                  | <b>Middle Initial</b>       |
|  |  |  |                  |                             |
| <b>UID Number</b>  |  |  | <b>Mail Code</b> |                             |
|  |  |  |                  |                             |
| <b>Gender</b>  |  | <b>Marital Status</b>  |                  | <b>Birth Date</b>           |
| <input type="checkbox"/> Male <input type="checkbox"/> Female  |  | <input type="checkbox"/> Single <input type="checkbox"/> Married |                  |                             |
| <b>Local Mailing Address</b>   |  |  |                  | <b>Phone Number</b>         |
|  |  |  |                  |                             |
| <b>City</b>  |  | <b>State</b>   |                  | <b>Zip Code</b>             |
|  |  |  |                  |                             |
| <b>Email Address</b>   |  |  |                  |                             |
|  |  |  |                  |                             |
| <b>Primary Emergency Contact</b>   |  | <b>Relationship</b>  |                  | <b>Contact Phone Number</b> |
|  |  |  |                  |                             |
| <b>Ethnicity</b>   |  |  |                  |                             |
| <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> African American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian/Alaskan <input type="checkbox"/> Other |  |  |                  |                             |
| <input type="checkbox"/> I am a citizen of the United States.<br><input type="checkbox"/> I am a citizen of the  |  |  |                  |                             |
|  |  | <b>Name of Country</b>   | <b>Visa Type</b> | <b>Visa Expiration Date</b> |
|  |  |  |                  |                             |

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

|   |   |  |
|---|---|--|
| <b>Assignment Information</b>   |   |  |
| Start Date: _____   | End Date: _____   | Supervisor: _____  |
| <b>Organization Name</b>  |   | <b>Organization Code</b>   |
|   |   |  |
| Are you currently working for any other Campus department(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No  |   |  |
| <b>Job Classification</b>   |   |  |
| <b>Undergraduate Assignments</b><br><input type="checkbox"/> B100 - Undergraduate General Work<br><input type="checkbox"/> B300 - Undergraduate Technical Work<br><input type="checkbox"/> B600 - Undergraduate Teaching Assistant<br><input type="checkbox"/> B900 - Student House Waiter<br>(House Name: _____) | <b>Graduate Assignments</b><br><input type="checkbox"/> B200 - Graduate General Work<br><input type="checkbox"/> B400 - Graduate Technical Work<br><input type="checkbox"/> B450 - Graduate Lab Assistant<br><input type="checkbox"/> B500 - Graduate Research Assistant<br><input type="checkbox"/> B700 - Graduate Teaching Assistant | <b>Other Assignments</b><br><input type="checkbox"/> B250 - Resident Associate |

|   |
|---|
| <b>Payroll:</b>   |
| <input checked="" type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other |
| Pay Rate: _____   |
| Regular Schedule: <input type="checkbox"/> Yes <input type="checkbox"/> No                                    |
| Hours/week: _____   |

|   |
|---|
| <b>PTA:</b> _____   |
| Student non-benefit less than 20 hours per week                     |
| Expenditure Type: <span style="color: red;">Student Wages NB</span> |
| Timecard Approver: _____  |

|                                      |                  |             |
|--------------------------------------|------------------|-------------|
| <b>Division/Department Signature</b> | <b>Extension</b> | <b>Date</b> |
|                                      |                  |             |

**Return completed form to Employment Services 153-84**

**CALIFORNIA INSTITUTE OF TECHNOLOGY**  
**STAFF PERSONNEL MEMORANDA**

|   |  |
|---|--|
| <b>Subject:</b><br><p style="text-align: center;"><b>Pay Ranges for Student Assignments</b></p> | <b>Memo No. 10-1.1</b><br><b>Pages: 2</b><br><b>Date: March 20, 2017</b> |
| <b>Approved by:</b> <b>Joseph E. Shepherd, Vice President for Student Affairs</b>               |  |

(This supersedes Memo No. 10-1.1, dated October 1, 2012)

**1. Policy**

Student employee rate ranges for both undergraduate and graduate students.

**2. Pay Ranges for Student Assignments (2016 - 2017 Academic Year)**

**SPECIAL RATES**

|   | <u>Hourly Rate</u> |
|---|--------------------|
| <b>Student House Waiter</b> (effective 9/1/2016)      | \$10.50            |
| <b>Student House Waiter</b> (effective 7/1/2017)      | \$12.00            |
| <b>Student House Head Waiter</b> (effective 9/1/2016) | \$10.75            |
| <b>Student House Head Waiter</b> (effective 7/1/2017) | \$12.50            |
| <b>Coffee House</b>                                   | \$15.00            |

**UNDERGRADUATE RANGES**

| <b>Undergraduate - General Work</b> | <u>Minimum</u> | <u>Maximum</u> |
|-------------------------------------|----------------|----------------|
| (effective 9/1/2016)                | \$10.50        | \$20.00        |
| (effective 7/1/2017)                | \$12.00        | \$20.00        |

*Duties are more generic in nature with practice and procedure established.*

| <b>Undergraduate - Technical Work</b> | <u>Minimum</u> | <u>Maximum</u> |
|---------------------------------------|----------------|----------------|
| Freshman (effective 9/1/2016)         | \$11.00        | \$20.00        |
| Freshman (effective 7/1/2017)         | \$12.00        | \$20.00        |
| Sophomore                             | \$12.00        | \$21.00        |
| Junior                                | \$13.00        | \$22.00        |
| Senior                                | \$13.00        | \$23.00        |

*Duties involve use of educational background, initiative and judgment to perform technical work.*

| <b>Undergraduate Teaching Assistants</b> | <u>Minimum</u>  |                  | <u>Maximum</u>  |                  |
|--|-----------------|------------------|-----------------|------------------|
|  | <u>Per Term</u> | <u>Per Month</u> | <u>Per Term</u> | <u>Per Month</u> |
| Full UTA (12 hours per week)             | \$3,487.50      | \$1,162.50       | \$4,500.00      | \$1,500.01       |
| 3/4 UTA (9 hours per week)               | \$2,615.63      | \$871.88         | \$3,375.00      | \$1,125.00       |
| 1/2 UTA (6 hours per week)               | \$1,743.75      | \$581.26         | \$2,250.00      | \$750.01         |
| 1/4 UTA (3 hours per week)               | \$871.88        | \$290.63         | \$1,125.00      | \$375.01         |