



2024-25 Supervisor Guide
for Work Study Students

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Career Achievement, Leadership and Exploration (CALE)

Our mission is to provide students opportunities for on campus employment in part-time positions which match their interests and skills, and to 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 determines student eligibility for the FWS program once the student completes their financial aid application. For the 2024-25 academic year, students are typically awarded \$2,500 in work-study funds.

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 \$2,500; 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 Hire Work-Study Students

There is no difference in the hiring process between hiring a work-study student and a student who doesn't receive work-study. Follow your department's standard procedure for student hires. Make sure that 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 full rate of wages (100% of what a student earns) is initially charged to the hiring department's PTA. After the payroll process runs, 75% of a work-study student's wages will be charged to the Federal Work-Study PTA; the department PTA will receive a 75% credit at that time. You will be able to see these charges and credits on the student's Oracle labor distribution record. This results in the hiring department only getting charged 25% of the wages of work-study students.

The department PTA will get the work-study credit until the student has used up their entire federal work-study award. **Once the student has earned their 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 (18 credits or more) and have a Federal Work-Study award.

Work-Study Earning Periods

For the 2024-25 academic year, the work-study earning period is from **September 30, 2024** to **June 30, 2025**. Seniors cannot work past Commencement, **June 13, 2025**.

Note: Timesheets submitted for work-study students after June 30, 2024, will not receive the FWS credit. Departments will need to pay 100% of the student wages for the hours submitted after that date.

Overtime

Students should not work more than 8 hours a day. Students cannot work more than 16 hours a week—no matter how many on-campus jobs a student has.

Type of Work Allowed

Work-study students may perform any office technical or clerical support work, 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 they 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, including their 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](#).

Some of the supervisor responsibilities for students employed under the Federal Work-Study Program are listed below. Supervisors are defined as any person, including a faculty member, 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 to ensure that the student will not work in excess of their 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 the amount of a student's award that has been earned.
- 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 schoolwork.
- 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 verifying the accuracy of a student's timesheet.** That means ensuring that hours listed on the timesheet or in Kronos are accurate, the student is in agreement with those hours, and both supervisor and employee 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 parallels 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.

How to Post Jobs Online

For each job posting you will need to provide:

- Job Title
- Estimated Hours per Week
- 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.

Follow the instructions below to post a new job opportunity to Next Steps Caltech.

Step 1: Access Next Steps Caltech at <https://caltech-csm.symplicity.com/employers/index.php>. Click the Sign Up button to set up an employer account. If you already have a Next Steps Caltech account, sign in and skip to Step 7.

The screenshot shows the 'CALE at Caltech' website interface. At the top left, the logo 'CALE at Caltech' is displayed in orange. On the right side, there are three vertical dots. The main content area is split into two panels. The left panel, titled 'Organization Sign In', features a background image of a building and contains the following text: 'Please enter your username and password.' Below this are two input fields: 'Username (your email address)' and 'Password'. An orange 'Sign In' button is positioned below the fields, with a 'Forgot Password' link underneath. At the bottom of the panel, a disclaimer states: 'By clicking Sign In, you agree that your use of the system is governed by your institution's privacy policies and our [Privacy Policy and Terms](#)'. The right panel, titled 'Sign Up', features a background image of people at a table and contains the text: 'Sign Up' and 'Signing up takes just minutes.' Below this is an orange 'Sign Up' button.

Step 2: Fill in the Organization Name as “California Institute of Technology”. As you type, the database will suggest a pre-filled version. Click on that suggestion and all of the Employer Information will be pre-filled. **Do not alter any of the pre-filled information under the Employer Information section.** Skip to the Contact Information section.

Employer Information

Please provide as much information as possible

Organization Name *

California Institute of Technology

Description *

Enter a brief description of your organization.

Industry *

- Advertising, Marketing, Real Estate, Sales
- Aerospace, Aviation, Automotive
- Agriculture, Plant Science, Food Technology
- Apparel, Consumer Goods, Retail
- Arts, Entertainment, Media, Sports, Leisure
- Atmospheric, Environmental Science & Engineering
- Bioscience, Biotech, Biomedical Engineering, Life Science
- Chemicals, Pharmaceuticals, Materials

Type of Organization *



Employer Information

Please provide as much information as possible

Organization Name *

Description *

Enter a brief description of your organization.

Industry *

- Agriculture, Plant Science, Food Technology
- Apparel, Consumer Goods, Retail
- Arts, Entertainment, Media, Sports, Leisure
- Atmospheric, Environmental Science & Engineering
- Bioscience, Biotech, Biomedical Engineering, Life Science
- Chemicals, Pharmaceuticals, Materials
- Civil Engineering, Geology, Geotech, Construction
- Education, Museums, Instructional Technology**

Type of Organization *

- Step 3:** Fill out the Contact Information and Address sections with your information. Fields marked with a red asterisk are required.
- Step 4:** Read the Privacy Policy and Terms (links are located below the submit button), then check the Policy Affirmation box to indicate your agreement to the terms. Complete the CAPTCHA by clicking on the “I’m not a robot” checkbox. Finally, click Submit to request access to Caltech Next Steps.

Policy Affirmation

Policy Affirmation *

Please prove you are not a robot

I'm not a robot

reCAPTCHA
Privacy - Terms

Submit

By clicking submit, you agree that your use of the system is governed by your institution's privacy policies and our [Privacy Policy](#) and [Terms](#)

POWERED BY symlicity

- Step 5:** You'll receive an e-mail from Career Achievement, Leadership, and Exploration (CALE) indicating that your access request is being reviewed. You need to wait until you receive e-mail confirmation of your account approval before proceeding.
- Step 6:** Once you receive confirmation that your account has been created, follow the link given in the e-mail to set up your password. Enter and confirm your new password, then click Save to proceed.

Set Password

Please set and save your password below.

Your new password

✗ At least 6 total characters

✗ Strength Weak

Confirm your new password

[Cancel Edits](#) [Save](#)

Step 7: In the navigation menu on the left side of the screen, click on Jobs/Job Postings. Then click the “Post An Opportunity” button at the bottom of the page to start entering information about your job opportunity.



Home / Jobs

Opportunity Postings

Job Postings (non-OCR) Student Resumes/Applications (non-OCR) Archived Jobs Career Fair Jobs Publication Requests

Job Postings

- Student Resumes/Applications
- Archived Jobs
- Career Fair Jobs
- Publication Requests

Interview Schedules (OCR)

Events

Career Outcomes

Calendar

My Account

Search Clear More Filters

Post An Opportunity 1 result

Step 8: For Job Type, select “On Campus Student Employment at Caltech”. Once you’ve selected that option, you’ll be prompted to choose whether or not to restrict your job to only applicants who have work-study awards.

- “Yes” means that you would only hire a student who has a work-study award, so only work-study students would be able to see the job posting.
- “No” means that you would hire a student regardless of whether or not they have work-study.

Opportunity Type *

Job

Internship

On Campus Student Employment at Caltech

Postdoc Fellowship

Fellowship (not a postdoc)

Federal Work Study Only *

Please select "Yes" if you will ONLY consider applicants with Work Study funding. Select No, if you will hire a student regardless of Work-Study funding status.

Yes No

Step 9: Fill out the rest of the information about the job, keeping in mind the rules that apply to work-study students (e.g. hours required, wages). All fields marked with a red asterisk are required.

Step 10: At the bottom of the page, set your preferences for application collection, then hit Submit to send your job for approval. Career Achievement, Leadership, and Exploration (CALE) will need to review your job before it can be published.

APPLICATION INSTRUCTIONS

Resume Submission Method *

How would you like to receive application materials?

E-mail: Each time an applicant applies to a position, an email will be sent to this address with the application materials attached.

Accumulate Online: Applications will be collected online and the recruiter may log in to the Employer Portal to review them.

Other: Once selected, enter instructions in the "How to Apply" field. If "Other" is the only method selected, applicants will not have the option to apply through this system.

Please note: You may select more than one "Resume Submission Method" option.

Email Accumulate Online Other (enter below)

Automatic Application Packet Generation *

Would you like to receive an application packet PDF (includes all documents submitted by all job applicants) when this job expires?

Yes No

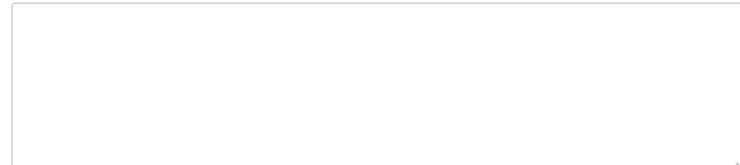
Additional Documents

Which additional documents do you request for non-ocr positions.

Cover Letter Other Documents

Document Notes

Special instructions regarding requested documents.



Submit

Save And Finish Later

Cancel Edits

Step 11: You can see the status of your job posting at any time by clicking on the Jobs/Job Postings item in the navigation menu.

The screenshot displays the 'Opportunity Postings' page. On the left is a navigation menu with 'Job Postings' highlighted. The main content area has tabs for 'Job Postings (non-OCR)', 'Student Resumes/Applications (non-OCR)', 'Archived Jobs', 'Career Fair Jobs', and 'Publication Requests'. Below the tabs are search filters for 'Keywords' and 'Contact Name', with a 'Search' button and 'Clear' and 'More Filters' options. A 'Post An Opportunity' button is visible. Below the filters, it shows '1 result'. The result is a job listing for 'Work-Study Test Job' with a 'NOT APPROVED' status and '0 Applicants'. The job details include location, ID, posting dates, and a 'Withdraw' option.

Home / Jobs

Opportunity Postings

Job Postings (non-OCR) Student Resumes/Applications (non-OCR) Archived Jobs Career Fair Jobs Publication Requests

Keywords
(searches job title, ID, description, and organization name: min. 3 characters).

Contact Name

Search Clear More Filters

Post An Opportunity 1 result

Work-Study Test Job **NOT APPROVED** 0 Applicants

Pasadena, California, United States - On Campus Student Employment at Caltech

ID: 758

Posted On Sep 26, 2022 Expiring on Oct 28, 2022

Withdraw