



FINANCIAL AID OFFICE  
STUDENT & TEMPORARY EMPLOYMENT  
1800 Old Main Hill  
Logan UT 84322-1800

To: Work-Study Supervisors

From: Student Employment

Subject: Completing Paper Work for a Work Study Student  
Includes updates and new required pay rate

To complete the paperwork for a work-study student they will need to fill out an I-9, W4, direct deposit, memorandum of agreement and sign the Referral/Control Card. If they have already worked on-campus before then they will only need the Referral/Control Card signed and returned then prepare the EPAF

You can find information on completing an EPAF online from the Human Resources Web Site: [http://www.usu.edu/hr/hr\\_banner/documents.cfm](http://www.usu.edu/hr/hr_banner/documents.cfm)

Tips for completing the EPAF for a work-study student:

- Work-Study students are always set up under a P04\_ \_ \_ . The last three digits are specific to your department. For the Employee Class code, choose WS for work-study.
- When putting in your Labor Distribution numbers, put your department at 100%, using the account code 625500, your department will be reimbursed the 75% at the end of each month for using this code.
- You can check your information on an EPAF for correct Labor Distribution and pay rates in NBAJOBS once the EPAF has been applied.

Tips for Time Entry(PHATIME):

- When paying a work-study student, always choose your P04\_ \_ \_ .
- If you need a labor distribution change, please complete an EPAF under WS\_LBR.

Pay Rate:

- Minimum of \$7.25/hour for Undergraduates
- Minimum of \$8.40/hour for Graduates
- Use the Job Classification to base your pay above the minimum rate. To help determine classification look at the “supervisors manual” on our web site.  
[www.usu.edu/studemp/](http://www.usu.edu/studemp/)

Monitoring Student Earnings:

- A student is awarded so much per semester and per year. The department pays 25% of the **total** award. Please keep track of the total work-study earnings or check with our office for the total amounts remaining.
- Once a student has reached their total amount awarded, the Student Employment Office will terminate the work-study position. You will then be required to complete another EPAF to give them a P05\_ \_ \_ position number if you want to continue to pay them.
- Please monitor how much a student has left. If they go over what they have been awarded, you can put the remaining amount on your regular payroll. For example, if a student has \$500 left to earn and they earned \$700, please put the extra \$200 on a p05\_ \_ \_, so a reallocation doesn't have to be done.
- Also if your student has another work-study job on campus, please coordinate with the other department so you do not run into overtime or use up the students total award.

Thanks for your help and participation in the work-study program.