

Getting Started: Hire a Work Study Student at DUSON

The goal of work-study programs is to promote student employment opportunities for students who desire job experience and to assist those students who need earnings to help meet educational expenses. Students providing services and assistance on a regular basis for the benefit of DUSON are considered to be employees. There are currently two work-study programs: the Federal Work-Study Program and the Duke Work-Study Program. The Federal Work-Study Program provides to employers a federal subsidy of 75% for all eligible earnings, the remaining 25% of student wages is borne by hiring departments. The Duke Work Study Program, for undergraduate students only, provides a 50% subsidy from financial aid sources for all eligible students, with the remaining 50% to come from the hiring department's funds. DUSON only participates in the 75% federal funding option for work study students DUSON employs.

Students receive a limited amount of money for work-study. If a student works more hours than the work-study allotment can reimburse, it is up to the department to begin funding 100% of the student's pay. Academic Year work-study allocations can only be used for hours worked beginning August 17, 2021 through April 30, 2022. Students cannot use the academic year work-study during the summer. If resources exist, students may be awarded summer work-study. In this case, students will receive a new verification paper valid only for the summer.

How Does It Work?

To List a Job Opening at DUSON

- 1) Send the following information to the HR Manager (Selnatta)
 - Vacancy Management form
 - Funding Source Code
 - Proposed start date – and – Expected end date of position
 - # hours per week you would like for student to work
 - Timecard approvers (2)

- 2) Once the vacancy management form is approved, post the Job description <http://dukelist.duke.edu> . Duke's #1 source for part-time student employment. The job description can be brief, but should be appealing. Please do not use abbreviations students might not be familiar with or other information students may not know. Remember to include your contact, or the person to contact in the listing. Students search the list for information about student employment opportunities, and it will be left to the students to call upon the jobs that most interest them. When students contact you, you can interview and make a selection of who to hire.

- 3) Select a Work Study Student – Please forward the name and email address of the selected student to the HR Manager. The HR Manager will contact the student to begin to process the hire and verify that they are eligible for employment.

How will we know who is qualified for Work Study? The Financial Aid Office will prepare a Work-Study Verification Form for each student so that hiring supervisors will know which students qualify for the work-study allocation, the dates for which the allocation is valid, and other important information. The student will need to provide DUSON with a copy of the verification.

Pay

Wage rates must be consistent for the same student job regardless of whether it is Work-Study or NonWork-Study. Student employees are paid on the Duke University bi-weekly payroll system, with the exception of Ph.D. graduate students employed as teaching assistants who are paid on a monthly basis.

Approved rate ranges for DUSON hourly-paid student employees for FY 2020/21:

Position Type	Min Wage	
Student Assistant - Undergraduate	\$10.25/hr	-All undergraduate students who apply for financial aid are offered work study, regardless of financial need.
Student Assistant – Graduate	\$15.00/hr	- Graduate students need to contact their program's financial aid office to determine if you are eligible for work study
Student Assistant - Specialized	\$19.00/hr	

- All nonexempt (hourly-paid) student employees, both undergraduate and graduate, residing and working in North Carolina (Duke and Federal work study eligible)
- Direct deposit is required for all student employees.
- If a student wishes to hold multiple work study jobs, the two (or more) employers must first agree on how much of the student's allocation will be earned at each of their departments.
- The employment funding source is responsible for any earnings that exceed the student's work study allocation.
- No students are allowed to work outside of the U.S. whether a U.S. citizen, Green Card holder, visa holder or not.
- Foreign nationals who are physically located in the U.S. can work, but their visa status must allow for this work.

How many hours can a student work? It is critical that a student's campus employment be a manageable part of his/her academic career, not an overwhelming experience. Please discuss with your student employees the number of hours they feel comfortable working given all other obligations of their time. The maximum weekly hours while enrolled is 19.9/week. It is highly recommended that student not be required to work the maximum number of hours each week.

Using the hourly rate, the employer and student should plan a work schedule that would permit the student to stay within the earnings authorized on the work-study verification form. When a student employee has earnings that equal his/her work-study allocation, the department must begin paying the student 100% from the department or grant funding source.

I have selected a student and I know who I would like to hire. Please send the student's name and email address to the HR Manager (Selnatta). The HR Manager will contact the student to begin to process the hire and verify that they are eligible for employment. When they student has completed the hiring process, the HR manager will send a confirmation email to the hiring supervisor that they student can begin working. Hires cannot be retro – students cannot begin working until they have completed the hiring process and received the confirmation from the DUSON HR manager.

When and How are Students Paid - Timecards are due every other Friday. Workstudy students must submit their time and dates worked at <https://work.duke.edu>


The supervisor or designated staff must approve the timecard every other week before the payroll closing deadline so that the student timecard is processed and paid.

The biweekly pay period begins at 12:01 a.m. on Monday and runs 14 consecutive workdays, ending at 12:00 midnight the second following Sunday. Staff in hourly-paid positions are paid biweekly every other Friday, based upon that year's payroll schedule. When a payday falls on a holiday, paychecks will be issued on the preceding workday.

Additional Questions: Contact selnatta.vereen@duke.edu or 919-684-9321

Approving time cards

Time cards are due to corporate payroll every 2 weeks. It is very important that timecards are submitted and approved on time. Bi-weekly paid staff do not receive pay if the timecard is not submitted and approved. Supervisors can approve time cards by using a direct link from the “My Info tab”. The Quick Link is located next to the “My Team” icon on the My Info page.



[MyTeam](#)
- View and approve your employee's timecard.
Quick Link
[Approve Current Period Timecards - 12/20/2010-01/02/2011](#)

1. [Login to Duke@Work \(work.duke.edu\)](http://work.duke.edu)
2. Select “MyInfo” tab
3. Select “MyTeam” tab or use the Quick Link
4. List of employees you supervise is provided with links to their timecards.

Biweekly Staff Approvals: Primary Appr...

Employee	Pers No	Position	PYA	Personnel Subarea Text	Org Key	Status	Timecard Type	E-Mail	Approve Time
JENNIFER D JONES	00264344	50011995	UB	NONEXEMPT	DDD4	A	Primary	Send	Approved
JANELLE N TARPEY	00102701	50014384	UB	NONEXEMPT	DDD4	A	Primary	Send	Submitted
JANELLE N TARPEY	00102701	50014384	UB	NONEXEMPT	DDD4	A	Secondary 01	Send	Not Entered
KIMBERLY HUDSON	00227321	50034777	UB	UGRAD STUDENT	DDBV	A	Secondary 01	Send	Not Entered
JENNIFER D JONES	00264344	50011995	UB	NONEXEMPT	DDD4	A	Secondary 02	Send	Approved
JENNIFER D JONES	00264344	50011995	UB	NONEXEMPT	DDD4	A	Secondary 03	Send	Not Entered

5. If you are approving as a backup, select Backup Approvals from the Biweekly Staff Approvals dropdown.
6. Click on hyperlink in Approve Time column of timecard grid to launch timecard.
7. Click check box is lower right corner certifying first hand knowledge of time.
8. Click Approve to approve timecard or Return to return it to the employee for correction.

1. Employee & Secondary Position Information

Name: JENNIFER D JONES	Overtime Option: 1	Cont Serv Date: 04/10/2009	Initial
Duke Unique ID: 00264344	Daily Work Schedule: 8.00	Org Key: DDOV	Minute to Decimal Conversion Chart
Secondary Position: 50000001	Personnel Subarea: NONEXEMPT	Supervisor Name: ELIZABETH SMITH	
Position Description: Biology Dept			

2. Daily Time Information

Pay Period 06.2010	Mon Mar 01	Tue Mar 02	Wed Mar 03	Thu Mar 04	Fri Mar 05	Sat Mar 06	Sun Mar 07	Week 1 Total	Mon Mar 08	Tue Mar 09	Wed Mar 10	Thu Mar 11	Fri Mar 12	Sat Mar 13	Sun Mar 14	Week 2 Total	Pay Period Total
Hours Worked								0.0								0.0	0.0

3. Funding Sources

Funding Source	STISC	Percent
1573070	6071	100.00

4. Comments

Existing:

New:

5. Employee Certification

certify that this is an accurate record of my time for the period indicated:

6. Supervisor Certification

certify the hours recorded, that I have first-hand knowledge of all work performed and that the distribution represents a reasonable estimate of effort expended:

7. Action Buttons

8. Message Area

The timecard is empty.