

**BOSTON UNIVERSITY WORK-STUDY OFFICE**  
 881 Commonwealth Avenue, 2<sup>nd</sup> Floor  
 Boston, Massachusetts 02215  
 Phone: (617)353-3596 / Fax: (617)353-9200  
 E-Mail: wsoffice@bu.edu / Web Site: www.bu.edu/seo

**FEDERAL WORK-STUDY PROGRAM  
 OFF-CAMPUS AUTHORIZATION REQUEST**

<b>B.U. ID #:</b>	<b>Name:</b>	<b>Date Issued:</b>
<b>Program:</b> AY Summer	<b>Maximum Earnings Level:</b>	<b>WSM:</b>

<b>Action:</b> New Hire Rehire	<b>Job #:</b> (If new job, Work-Study Office will assign job #)
<b>Start Date:</b> (NOTE: To be determined by the Work-Study Office)	<b>End Date:</b> (NOTE: Academic Year Program ends on 5/19/02, Summer Program ends on 9/1/02)
<b>Hourly Rate:</b>	<b>Hours per Week:</b> <b>Check Destination: FWS00</b>

*NOTE: This section to be filled out only if job number is not indicated above.*

**Job Title:**

**Job Description (please limit description to four lines):**

<b>Agency Name:</b>	<b>Agency #:</b> (If new agency, Work-Study Office will assign agency #)
<b>Student Supervisor Information:</b>	<b>Agency Billing Information:</b>
Name	Contact Name
Phone Number	Phone Number
Fax Number	Fax Number
Mailing Address:	Mailing Address <i>(if different from student supervisor's address):</i>

**PLEASE SEE FOLLOWING PAGE FOR IMPORTANT INFORMATION ABOUT THE WORK-STUDY PROGRAM**

I hereby have the authority to hire the above-named student and **agree to reimburse Boston University for 50 percent of the student's gross earnings.\* I UNDERSTAND THAT THIS STUDENT CANNOT BEGIN WORKING UNTIL BOSTON UNIVERSITY HAS APPROVED THIS WORK-STUDY PLACEMENT IN WRITING AND HAS NOTIFIED OUR AGENCY OF THE STUDENT'S START DATE.** I have read the Work-Study program information on the following page and I agree to adhere to these guidelines.

Authorized Signature

Title

Date

\* With the exception of Work-Study positions that fall under the "America Reads" or "America Counts" tutoring programs, which are funded 100% by FWS funds.

<b>WORK-STUDY OFFICE USE ONLY:</b>	<b>Program Coordinator/WSM Signature:</b>
<b>B.U. ID #:</b>	<b>Name:</b>
<input type="checkbox"/> <b>RATE CHANGE: Job #:</b>	<b>Effective Date:</b> <b>New Rate:</b>
<input type="checkbox"/> <b>TERMINATION: Job #:</b>	<b>Effective Date:</b> <b>Reason:</b>

Please submit this completed form to the Work-Study Office by fax or mail (contact information provided at top of page).

# BOSTON UNIVERSITY OFF-CAMPUS FEDERAL WORK-STUDY PROGRAM

## OFF-CAMPUS WORK-STUDY OVERVIEW

In order to hire Boston University Work-Study students, off-campus agencies must be non-profit, incorporated organizations. Any organization that is tax-exempt, by either Federal or State Revenue Service, meets this requirement. In addition, the work of the organization must be in the public interest. That is, the work performed must benefit the public at large, not just a specific group of people. **The Boston University Work-Study staff reserves the right to determine whether an agency's request to hire a Work-Study student will be approved.**

**With the exception of America Reads and America Counts agencies, off-campus employers are responsible for 50 percent of the student's gross earnings.** Organizations will be billed either in advance or via monthly invoices. Payment is due within 30 days of each invoice.

## FEDERAL WORK-STUDY PROGRAM OVERVIEW

Federal Work-Study is a form of financial assistance. Students who are eligible to work under the Work-Study program must meet federal guidelines for the program. If necessary, the Office of Financial Assistance may adjust or cancel a student's Work-Study award at any time during the academic year or summer program in order to meet these guidelines. **NOTE: If a student's Work-Study award is canceled, the student is no longer eligible to work on the Work-Study program. Any hours the student works beyond the cancellation of the award must be paid in full by the agency. Students may not volunteer for the same position after working in that position through the Work-Study program.**

## OFF-CAMPUS AUTHORIZATION REQUEST FORM AND WORK AGREEMENT CONTRACT

**A student may not begin working until the employing agency has completed this form (reverse) and receives written notification from the Work-Study Manager (usually by fax) that the placement has been approved. The hiring agency is responsible for paying the student for any hours worked prior to the authorization approval.** Generally, the Work-Study staff will send notification of placement approval within three to four working days of receipt of a *completed* authorization form; however, the approval process may take longer for new agencies. New agencies will be asked to sign and return the formal Work Agreement Contract, which is required of all off-campus agencies. Work Agreement Contracts must be updated every two years. The Work-Study staff will notify the appropriate agency representative when the agency's contract must be updated. This authorization request form requests approval to work only between the program dates listed. Separate written authorization must be obtained in order for a student to be rehired for another program.

## ESTABLISHING A PAY RATE

All off-campus Boston University Work-Study students must be paid on an hourly basis. Supervisors should establish a student's hourly pay rate according to the complexity and responsibility of the job assignment. **The current minimum pay rate for off-campus Work-Study jobs is \$7.50 per hour.** The Work-Study staff may request a brief justification memo to support pay rates that exceed \$7.50 per hour. Students who return to a job after having worked during a prior program are entitled to a merit increase.

## PAYROLL PROCEDURE

Within seven days of the placement approval, the Work-Study staff will mail to the supervisor the following materials: time sheets for the current semester, explanation of the payment procedures, schedule of early payroll deadlines for the current semester, and an authorized signature card. Only the preprinted Boston University off-campus student time sheet will be accepted for payment for an off-campus position. **Supervisors are responsible for completing the daily start/stop record, total hours to be paid, and supervisor signature sections on the time sheet.** The supervisor must submit a time sheet each week a student works.

In order for a student to be paid on Friday, the completed time sheet (for the previous week) must be submitted to the Student Payroll Office by noon on Monday. Holidays may necessitate early deadlines. The time sheet may be mailed, hand delivered, or faxed to 617/353-9200. Supervisors must sign and return the authorized signature card for each student under their supervision by fax (617/353-9200) or mail before submitting a time sheet. The Student Payroll staff uses the authorized signature card to verify the supervisor's signature when processing off-campus time sheets. No off-campus time sheet will be processed until a completed authorized signature card has been received.

## CHANGES TO STUDENT'S PAY RATE OR EMPLOYMENT STATUS

Please notify the Work-Study staff by phone (617/353-3596) or e-mail ([wsoffice@bu.edu](mailto:wsoffice@bu.edu)) if (1) you wish to increase the student's pay rate during the course of his/her employment, or (2) if the student's employment is terminated, whether the student resigns or is terminated for cause.

## GENERAL INFORMATION

- Boston University Work-Study students may work a maximum of twenty hours per week when classes are in session during the academic year and forty hours per week during vacation periods and summer session.
- It is the joint responsibility of the student and the supervisor to keep track of the hours the student works and the student's Work-Study award balance.