



COMMUNITY SERVICE WORK STUDY Procedure for Employers

MSU Billings pays students' earnings according to its biweekly pay schedule posted on www.msubillings.edu, and bills the employer monthly for those earnings. Your organization pays a reduced portion of the wage plus Workers' Compensation for the student.

Before you hire a student:

- Develop a student job description and email it to Career Services at careers@msubillings.edu
- Print the ***MSU-Billings Program Off-campus Community Service Contract*** from www.msubillings.edu/careers, complete, and fax to Career Services at 657-2189.

Before the student begins to work:

- The student must register with MSU Billings Human Resources Department (McMullen 310) before starting to work.
- Get the ***Work Study Authorization Form*** from the student, and complete the Employer portion at the bottom of the form.

Fund Controller – Fund Controller at work

Supervisor's signature, phone, and email – Supervisor at work.

Department – Name of business

Index number – Account number:

Community Service **602002**

America Reads **624011**

- Student returns Authorization Form to the Financial Aid Office before starting work. **Your agency will be billed for 100% of the student's wages earned until the Financial Aid Office receives the completed Authorization Form.**

As the student presents a timesheet every 2 weeks:

- Check timesheet for correct wage, correct Index number (see above) and place of employment. Write COMMUNITY SERVICE across the top of the timesheet.
- Both the student and the supervisor sign the timesheet. **Student submits ORIGINAL (no faxed copies) timesheet at Financial Aid Office** by the Monday following the end of pay period. MSUB issues paychecks to students and bills employers for their portion.

Important!

- Monitor the student's earnings to stay within the work study award. **100% of the wages will be charged to your agency if student exceeds her/his award.**
- Students must also make satisfactory academic progress and must not drop below half-time (6 credits) to remain eligible for work study.

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