

## COMMUNITY WORK STUDY PROGRAM

Procedure for eligible, non-profit employers

Thank you for wanting to participate in the MSU Billings Work Study Program. Below are some procedures for you to know as you begin recruiting and hiring MSUB students to work at your agency.

### Before you hire a student:

- The **MSU Billings Community Service Work Study Contract** must be completed and returned to MSUB and signed by the campus leadership. Questions regarding this form can be directed to the Advising and Career Services office.
- Develop a student job description and post it on the MSUB Jobs Database **CareerLink** at [www.myinterfase.com/msubillings/employer](http://www.myinterfase.com/msubillings/employer). For log in information, follow the prompts or call the Advising and Career Services office.

### Before the student begins to work:

- The student must obtain the *Work Study Authorization Form* from the MSUB Financial Aid office and have you complete it. Then the student must return that form to the Financial Aid office.
  - *Your agency will be billed for 100% of the student's wages earned until the Financial Aid Office receives the completed Authorization Form.*
- The student must also register with MSU Billings Human Resources Department in McMullen Hall room 310 before starting to work.
- The community agency should conduct an orientation and/or training for the student.

### Payment information:

- MSU Billings pays students' earnings according to its bi-weekly pay schedule posted at [www.msubillings.edu/staff/paysched.htm](http://www.msubillings.edu/staff/paysched.htm). (Late or inaccurate timesheets will incur a delay of the paycheck for the student.)
- The student needs to fill out the **Off-Campus Workstudy** timesheet found on this webpage: <http://www.msubillings.edu/technology/OnlineForms/>.
  - The community agency needs to check timesheet for correct wage and sign it for authorization.
  - The student then must submit the ORIGINAL/PAPER timesheet form to the MSUB Payroll Office by 5pm the Monday following the end of pay period.
- The community agency will be billed by MSUB for 30% those earnings up to the allotted amount for each student plus Workers' Compensation.

### Friendly reminders:

- Monitor the student's earnings. If your student exceeds her/his financial aid award your agency will be billed 100% of the subsequent wages.
- Students must also make satisfactory academic progress and must not drop below half-time (6 credits) to remain eligible for work study.
- 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.
- Students are to work no more than 20 hours per week.

**If you have questions:** Financial Aid 406-896-5920    Advising and Career Services 406-657-2168  
Human Resources 406-657-2117    Payroll 406-657-2131

