

Completing Referral Form for work study students

Off Campus Work Study Employee Referral Form

Please have students fill out the **Work Study Interest Sheet** they do not need to complete Shoreline's hiring forms because we are not hiring them.

Students should complete the top half of the referral form, name, address, etc.

Staff completes the shaded section of the form: write in dollar amount for each quarter write in total amount, **65%** for off campus reimbursement and write in total amount of reimbursement. **The maximum number of hours is 19 per week** (cross out, draw a line thru, X out quarter). **Start date will be 9/27/04 end date is 6/01/05**, sign off on form.

Employer Section should be filled out by the employer Federal Tax ID is required if we do not have we can not use them as an employer.

Should any student find that they may have a possible hire with an off campus employer we do need to make sure that they are an approved participant of the HECB. They must have completed the contract and we need a job description to be submitted with the referral form returned to our office.

On Campus Work Study Referral Form

Students will need copies of their Drivers License, Social Security Card (a lot of students will not bring this with them, **they cannot be hired without the SS card**) Alien Registration (known as green card) or I-94 (students will forget to bring this in also **they cannot be hired without this document**).

Have students fill out the top section of the form: name, address etc.
Financial aid fills out the info in the box:

- Fall start date: 09/27/04 end date is 12/31/04
- Winter start date: 01/05/05 end date is 03/31/05
- Spring start date: 03/31/05 (because it overlaps winter) end date is 06/15/04.

There are 10 weeks in the quarter hourly rate is listed on the job announcements.

To figure out the average hours per week of work:

Total award divided by number of weeks divided by rate of pay (students do not work past the 19 hours rule while school is in session.

Work Study cannot exceed their total awards for the year.

Departments will complete the bottom of the forms. **The department must have a budget number do not accept the referral form without the budget number.**

Most office assistant positions are federal **(08)** unless you see on their interest sheet that their program of study is business related then you can check off as state **(10)**. Most Lab assistant position if related to their major or they have an interest is state **(10)**.