



## SUMMER WORKSTUDY INFORMATION SHEET

Q. What is the purpose of Workstudy?

A. The purpose of Workstudy is to provide you with the opportunity for employment to assist in meeting your educational expenses such as books, supplies, housing, food, and personal expenses.

Q. Is Full-time Summer Workstudy different than Part-time?

A. Both are federal student aid programs based on financial need. In addition to demonstrating financial need, full-time summer workstudy students must also meet the following criteria:

- a) Must not be enrolled in any classes during the period of full-time employment.
- b) Must intend to be enrolled at NSU on at least a half-time basis during the next academic year.
- c) Students are required by federal regulations to save a portion of his/her full-time workstudy earnings for educational expenses during the next academic year. Gross wages less Social Security taxes and a transportation allowance will be carried forward as a resource for the academic year (fall and spring semester). Dependent students, not living with parents, will also receive an allowance for living expenses incurred by accepting a full-time workstudy job.

Q. How do I find a job?

A. The jobs available are published in the Workstudy Quicklist and NSU WolfWork Job Directory. Students can access both the listing and WolfWork on NSU's web page at [northern.edu/employment](http://northern.edu/employment). **You are responsible for applying directly to the employer.** You may apply for several different positions before you find a job. Receiving a Workstudy Employment email does not guarantee you a summer job. It simply outlines your eligibility and includes the next steps required between you and your supervisor to complete the hiring process. If you have any difficulties finding a job, feel free to contact the [Financial Aid Office](#) for help.

Q. What do I do when I find a job?

A. Once you've been awarded workstudy and completed the required employment documents (I9, W-4, & Direct Deposit), the Financial Aid Office will send you the Workstudy Employment email. This email identifies you as an eligible workstudy employee. You must then forward this email to your supervisor and work with them to ensure completion of the Workstudy Contract. You cannot start working until the Financial Aid Office has your Workstudy Contract on file.

Q. How many hours per week may I work?

A. Students awarded part-time workstudy may not work more than 20 hours per week. The number of hours you work while classes are in session will depend a great deal upon the amount of your award, your class schedule, and the needs of your employer. Students awarded full-time workstudy may not work more than 40 hours per week.

Q. What is the wage rate?

A. Workstudy students can earn anywhere from \$13.00/hr up to \$15.00/hr.

Q. How much can I earn?

A. You may not earn more than the authorized award amount indicated in your Workstudy Employment email. Once this amount has been earned, you are no longer eligible to be employed under Workstudy. Both you and your supervisor have a responsibility to keep track of your hours and the balance remaining of your workstudy award.

Q. How do I keep track of my hours?

A. All students will be required to report their hours on the Web Time System through the Ellucian Experience employee portal ([northern.edu/employment](http://northern.edu/employment)) which is accessible from any computer with access to the Internet. First time workstudy students should contact the Payroll Office with any timecard questions. Student employees will record their hours by entering time-in and time-out for each day they work. The time must be entered in 15-minute increments. Make sure you click save after entering in hours.

Q. How am I paid?

A. You will be paid once a month for work performed during the previous pay period. You must submit your online timecard to your supervisor by 10:00 AM on the 22nd of the month. Payment will be made to you by check or automatic deposit on the last day of the month.

Q. Can I switch jobs?

A. Once you have accepted a job, you will be expected to continue at that job until you earn the amount indicated in your email. **No change in place of employment may be made without the approval in advance from the Assistant Director of Financial Aid.**

Q. What are my obligations?

A. You are expected to conduct yourself as a mature adult and to deliver a full measure of work for the time you are employed. Your employer will expect from you the same regular, punctual, and efficient performance he or she expects from his or her full-time regular employees.

IF YOU HAVE ANY QUESTIONS IN REGARD TO THIS  
OR IF YOU HAVE ANY DIFFICULTY IN FINDING A JOB,  
PLEASE FEEL FREE TO CONTACT THE FINANCIAL AID OFFICE FOR HELP.

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Financial Aid Office  
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