

COLLEGE OF NATURAL SCIENCES AND MATHEMATICS
Department of Chemistry

WORK STUDY EARNINGS PROCEDURES

5/31/07

PURPOSE To ensure work study employees do not work more than the number of hours awarded.

REFERENCES College Work Study Manual
<http://www.uh.edu/enroll/sfa/workstudy/employers/oncampusmanual.htm>

RESPONSIBLE PARTY Designated departmental administrative staff

FREQUENCY Biweekly

PROCEDURES

Step 1 Create and maintain a computer file of each employee's award amount, award hours, and the gross dollars earned each pay period.

Step 2 Each pay period, record the total gross earnings in the department's computer file ("Work Study Earnings Record"). Use gross earnings from the "Final Payroll Verification Report."

Step 3 Run Labor Distributions

Step 4 Print 2 copies of each employee's earnings record.

Step 5 Give one set to the DBA for review. After DBA reviews, file the copies in the payroll Work Study Folder of the pay period.

Step 6 The other set must be given to each student's supervisor.

Note: If student exceeds his/her award for the entire academic year, the department will be held responsible for checks over the award limit.