

STUDENT WORKSTUDY HIRE REQUEST

Use this form to hire: registered CU students into hourly positions when they are eligible for Federal Work Study.

- ❖ Completed hire request forms must be received by Human Resources at least two weeks before the employee's start date.
- ❖ Work Study students may work up to 20 hours/week across all positions at CU during the academic year, and up to 35 hours/week during the summer and winter breaks.
- ❖ Timesheets must be approved by the supervisor via the Work Study website by the due date listed on the Work Study Timesheet
Per federal regulations, timesheets submitted more than four weeks late CANNOT be processed
- ❖ The Work Study program runs from July 1st through mid-June. Work Study students who have used up their FWS allocation or to work beyond the program dates will need to be hired onto casual payroll via the SIPA Student Casual Hire Request form.

Part A: FWS Cost Center:
Assignment Description:

Assignment Categorization Description:

Student Administrative Support Worker: Minimum rate of \$16.50/hour. The maximum rate is \$25/hour. Hourly student casuals serving in general administrative or other functions, or whose job is to provide only technology support for the delivery of a course, in the classroom, online or hybrid.

Student Instructional Worker: As per SWC UAW agreement, effective August 1st, 2024, the minimum hourly rate is \$22.50/hour. The maximum rate is \$25/hour. Hourly student casuals whose job is to perform instructional work for University courses.

Student Research Worker: As per SWC UAW agreement, effective August 1st, 2024, the minimum hourly rate is \$22.50/hour. The maximum rate is \$25/hour. Hourly student casuals performing research activities.

Student Academic Support Worker: As per SWC UAW agreement, effective August 1st, 2024, the minimum hourly rate is \$22.50/hour. The maximum rate is \$25/hour. Hourly student casuals whose work directly supports instruction or research but is not itself instructional or research service (e.g., tutoring services and learning support for Athletics Dept., data entry/manipulation without analysis).

Assignment Categorization: _____

Period of Employment: _____ to _____ **Pay Rate:** \$ 16.50 Other*: _____
(Actual start date is determined by the FWS Office) (*Requires justification)

Dept/Unit Name: _____ **SIPA Computer Log-in Request:** NO YES – Office No. _____

ARC ComboCode (10 digits):

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(Natural Account: 54400)

Look up combocodes here: <https://humanresources.columbia.edu/content/pac-combocode-chartstring>

❖ 30% of the salary is charged to the combo code. The remaining 60% is subsidized with the student's FWS allocation.

Primary Timesheet Approver: _____

Secondary Timesheet Approver: _____

Name of Supervisor: _____

Supervisor Signature: _____

Date: _____

(Supervisor will also be designated timesheet approver)

Part B

Name of Student: _____

UNI : _____

Student's Phone Number: _____

School Enrolled: _____

FWS Award Amount: _____

I certify that I have officially accepted my FWS award online.

(in Financial Aid Student Viewer)

(Columbia College students: skip this step)

Student's Signature _____

Date: _____

For SIPA HR & Finance Office Use Only

Diya Bhattacharya: _____

Date: _____