Creating a Voucher to Hire a Work-Study Student (written 4/12/16)

Please note that this guide shows the steps to create a voucher for a 2015-16 work-study job. The process for other years will be the same after you select the appropriate year in the step at the bottom of this page.

Start at the home screen of Work-Study Central
(Main Menu > Student Information Systems > Admin Services > Finances > Work-Study Central). If your Common Tasks list is minimized, click the small arrow to expand it.

Click the Go button next to Prepare Voucher to Hire Work-Study Student. Make sure the school year on the right is correct. This will bring up the Select Job window (see next page).
This is the **Select Job** window:

![Select Job Window](image)

Your list might show one job or twenty jobs (or more!). You will only see the jobs for which you are listed as the supervisor or the payroll coordinator. If you need to search among your jobs you can use the Find link at the top of the window. As soon as you click the checkbox to the left of the desired job, the system will bring you to that position listing.
This is a position listing:

**Job Description**

**Work-Study Position 2015-2016**

Institution: NCSU
NC State University

Job ID: 000000042

**Approved**

Job Status: Active

Type of Job: Office Assistant

Job Title: OFFICE ASSISTANT/TITLE CLERK

Work Location: 2016 HARRIS HALL

# of Positions: 3

Term(s) Job Available: Academic Year

<table>
<thead>
<tr>
<th>Name</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>09/24/2015</td>
<td>05/05/2016</td>
</tr>
<tr>
<td>2</td>
<td>09/24/2016</td>
<td>05/06/2016</td>
</tr>
</tbody>
</table>

Hourly Pay: 8.00

Average Hours per Week: 6

Student may have to work: ☑ Days ☑ Evenings ☐ Weekends

Job Listing Preference: Remove when filled

**Job Description and Any Special Skills:**

Careful, detail-oriented, and efficient office assistant needed. Primary functions will be sorting, processing, and filing documents. Position will also provide support for special projects, including the review and purge of files that no longer need to be retained in the Financial Aid Office.

Must be comfortable performing repetitive tasks including scanning, filing, and checking paper documents against electronic scans to ensure accuracy. Training will be provided in using our scanners and document management software. Documentation and handling sensitive materials is a strict requirement, and all employees must sign an agreement to adhere to our office policies on information security. Most work will be done independently, but some teamwork may be required.

Ideal candidate will be self-directed, consistent, and reliable with a professional attitude and good communication skills. Our office is open Monday-Friday, 8:00 a.m.-5:00 p.m., so all work must be scheduled during those hours. All work will be done on-site. Candidate must be able to commit to working a consistent schedule each week (some flexibility is possible with advance notice).

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The Office of Scholarships and Financial Aid (OSFA) is charged with ensuring that no qualified applicant is denied access to the university because of a lack of financial resources. The OSFA advises students and parents in the process of applying for federal, state, institutional and private sources of funding, as well as to each applicant’s eligibility for such funding. Awards funds to all eligible applicants and authorizes the disbursement of financial aid awards to the University Cashier’s Office. Because many students cannot attend the university without adequate funding, the OSFA plays a critical role in the recruitment and retention efforts of the university. Beyond assisting prospective and enrolled students at the university, OSFA staff also provide outreach to the community by conducting financial aid workshops for high schools, middle schools and other groups interested in learning more about financial aid opportunities for post-secondary education.

**Employer and Funding**

NC State University

Department: 32501 Scholarships & Financial Aid

Dept. Project ID: 218197 SCHOLARSHIPS & FINAN AID

Fed. Project ID: 570278 (FVA) - (2015-16) (20%)

Supervisor:

001111121 Dana Di Marco

Email: ddimain@ncsu.edu

Phone: 919/515-2496

Location: 103 Financial Aid

Address: Box 7302

NCSU Campus

City: Raleigh

State: NC

Zip Code: 27695

Payroll Contact:

001111121 Dana Di Marco

Email: ddimain@ncsu.edu

Phone: 919/515-2496

Entered By: Dana Di Marco
On the **position listing**, click the **Hire** button on the right (if you have multiple openings for this position, you will see any students you have already hired under **Current/Pending Employees**). Clicking the Hire button will let you prepare a voucher to hire a student for the position—see next page.

Clicking Hire from the position listing brings up the **Prepare Form** window. Any students previously hired for the position will show up in the **Previous Vouchers for this Job** list.

Enter the **student ID** number of the student you wish to hire. Click the magnifying glass next to that box if you need to look up the ID number.
If the student does not have a work-study award, the system will alert you with the following message and prevent you from proceeding further.

![Message]

Next enter the **planned dates of employment**. Typically this will be the first day that the student can work through the last day of exams for the year, or the last day of exams for the semester if the student is graduating in December (or not planning to work both semesters in the position). Finally, click **Prepare Voucher**, which will take you to the voucher form itself.
This is what the **voucher form** looks like:

![Voucher Form Image]

On the voucher form, confirm the Planned Dates of Employment and enter the email address and phone number of the student and the hourly pay rate for the job (please follow the pay guidelines from the Office of Scholarships and Financial Aid). If any of the other information (the things that you can’t edit on the voucher) is incorrect, you will need to change it on the position listing and save your changes (you might need to resubmit the position to OSFA, the Office of Scholarships and Financial Aid, for re-approval depending on the changes).

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**Prepare Form: Voucher to Hire Work-Study Student**

<table>
<thead>
<tr>
<th>Institution:</th>
<th>NCSU1 NC State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job ID:</td>
<td>000000042</td>
</tr>
<tr>
<td>Aid Year:</td>
<td>2015-2016</td>
</tr>
<tr>
<td># of Positions:</td>
<td>3</td>
</tr>
</tbody>
</table>

**Planned Dates of Employment:** 08/25/2015 through 05/06/2016

**2015-2016 VOUCHER TO HIRE WORK-STUDY STUDENTS**

**Student:** [Redacted]  
**ID:** [Redacted]  
**Email:** [Redacted]  
**Phone:** [Redacted]  
**Work-Study Award Amount:** Fall: 750.00  
Spring: 750.00  

**Employer:** NC State University  
**Department:** Scholarships & Financial Aid  
**Job Title:** OFFICE ASSISTANT/FILE CLERK  
**Hourly Pay Rate:** 8.00  
**Work Location:** 2016 HARRIS HALL  
**Job Description**

**Supervisor:** Dana Di Maio  
**Phone:** 919/515-2496  
**ID:** 011111341  
**Email:** didimaio@ncsu.edu

**Payroll Contact:** Dana Di Maio  
**Phone:** 919/515-2466  
**Email:** didimaio@ncsu.edu

**Dept. Project Id:** 218197  
**(20%)**  
**SCHOLARSHIPS & FINAN AID**  

**Fed. Project Id:** 50278  
**(80%)**  
**(FWS) - (2015-16)**  
**Use HR job code:** T5W912

**Workstudy students must:**
- not replace or displace employees
- not be involved in the constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction
- not be employed as a result of solicitation, commission, or other agreement made between the school and the outside employer
- be paid at least minimum wage
- not work during scheduled class time
- not be employed by private or for-profit agencies
- not work from home without prior approval from the Office of Scholarships & Financial Aid
- take at least a 30-minute lunch break if working more than four (4) hours in one day
- notify supervisor if student status changes

**Supervisors/Payroll Contacts must:**
- certify/electronically approve timesheets each pay period. Timesheets must be certified/electronically approved no later than the end of the academic year to be paid from work study funds. Any hours not approved by the end of the academic year will have to be paid 100% from departmental funds.
If all the information on the voucher is correct and you have filled in the blanks, click the appropriate checkbox—Supervisor or Payroll, depending on your role—at the bottom to electronically sign the voucher. This confirms your intent to hire the student, and will generate an E-signature Verification prompt. After reading the information, click OK to sign the voucher.

Finally—this is important—scroll up to the top of the voucher and click the Save and Submit link:

When you click Save and Submit, the system automatically notifies the student as well as the Supervisor or Payroll Coordinator (whichever role you don’t hold) by email that their signatures are also needed on the voucher. The sections below describe how the Supervisor/Payroll Coordinator and the student can view and sign the voucher once you have created it.
HOW THE SUPERVISOR/PAYROLL COORDINATOR SIGNS THE VOUCHER

The Supervisor and Payroll Coordinator should have access to Work-Study Central, too. When they get the email notification that they need to sign the voucher form you created, they will navigate to Work-Study Central and then click on Work-Study Voucher Review:

On the following screen, it’s a good idea to enter the student’s ID in the Empl ID field or enter the Work-Study Job ID number before clicking Search.

Most of the Job ID numbers are only several digits, but they have a lot of leading zeros—a shortcut is to type the nonzero digits into the field, then click before the first digit and hold down the zero key until the box stops accepting additional digits.
The search results should include the job for which a student is being hired. In the example below, three students have been hired for a position. The Supervisor/Payroll Coordinator would click on the name of the student (blurred out here) who is being hired. If a hire is pending, the entry in the OSFA Approval column on the right would be something other than Approved.

Clicking on a name leads to the **Review Work-Study Voucher** screen, shown on the next page.
The Supervisor/Payroll Coordinator would review the details on the voucher, particularly the hire dates and project IDs (funding sources) and note the HR job code. They would also confirm that their contact information is correct. Then they would click the appropriate **checkbox** at the bottom of the voucher to electronically sign it, like you did before.

**Finally—again, this is important—**they need to click **Save** at the top or bottom of the voucher (it doesn’t matter which **Save** link they click).
HOW THE STUDENT VIEWS AND SIGNS THE VOUCHER

For the student being hired, the work-study voucher form will appear in their list of financial aid documents in MyPack Portal (Main Menu>Student Self Service>Campus Finances>View Financial Aid, then click the documents tab). They can click on the little red icon in the Form column next to Work Study Voucher to view and sign the voucher.

They will electronically sign it by clicking on the Student checkbox and confirming.

Once a voucher has all three signatures (Supervisor, Student, and Payroll), the departmental payroll coordinator can hire the student in the HR system to get them on payroll, following appropriate hiring protocol. Supervisors should consult with their payroll coordinator before creating voucher forms to be sure they understand HR hiring protocol and procedures (this includes required items like an I-9 form).