Work-Study
Supervisor Guidelines

The Office of Scholarships and Financial Aid handles the oversight and approval of students for the Work-Study program based on their established eligibility requirements. DELTA supervisors wishing to hire through the Work-Study program should refer to the following procedures:

1) **Posting or Renewing a Work-Study Position** – In Work-Study Central in MyPack (Main Menu > Student Information Systems > Admin Services > Finances > Work-Study Central) select Review/Modify Jobs for Current Year to renew a position that was previously posted. Also from this screen, a New Work-Study Job can be posted.

2) **Hiring for a Work-Study Position** – Once a qualified student has been selected for a posted work-study position, a Voucher for Hire will need to be created through Work-Study Central (Main Menu > Student Information Systems > Admin Services > Finances > Work-Study Central). The voucher will automatically route to the employee, supervisor and DELTA Business Office for approvals. Once the voucher has been created, the supervisor will need to complete a Temporary Student Hiring Form and forward to the Business Office. The Business Office will then contact the new employee for additional required paperwork. The Business Office will notify the supervisor once the hiring action is complete and approved.

Reminders for hiring Work-Study employees:

1) Pay must be at least $7.25/hour; max pay is $10.00/hour
2) Departments will be responsible for 20%-30% of the wages paid
3) Total earnings cannot exceed $1500/year ($750/semester); any overages by semester will be charged 100% to the department
4) Earliest start date is first day of classes; end date must be no later than last day of exams
5) Maximum of 20 work hours per week

Questions? Contact the DELTA Business Office at delta-business-office@ncsu.edu or X5-4362