



the evergreen state college

The Evergreen State College
Student Employment Office, Library 1102
2700 Evergreen Parkway NW, Olympia, WA 98505
(360) 867-5521 seo@evergreen.edu

Dear Employer,

The State Work Study (SWS) program, funded by the Washington Student Achievement Council (WSAC) and The Evergreen State College, is designed to offer college students that are Washington State Residents, the opportunity to gain educationally related work experience while earning money for school. The program reimburses approximately 40% to 70% of the student's gross wages depending on your employer category. *For-Profit businesses receive 40% reimbursement of gross wages, government and public entities are at 60% and Non-Profits at 70%.*

If you are signing up for the first time, we will include the necessary forms to determine your eligibility to participate. We are usually able to let you know if the contract can be approved within 2 to 3 weeks. Please note: students that are not Washington State Residents are not eligible for State Work Study positions.

When we receive and approve your completed employer contract and job description, we forward this information to WSAC who will contact you for final approval (and then each following year to renew the contract). Moreover, they will authorize your organization/company as a SWS employer across the entire state, enabling you to hire student employees attending any public or private, 2 or 4 year, state college or university. The SWS program does not require any fees, and is free to join and renew.

Once you hire an eligible student, please let notify us and we will send you a student authorization letter, with the student's maximum earnings allowance, and Timesheet Voucher forms with which you may claim reimbursement.

Sincerely,

Scott Elliott
Associate Director, Office of Student Employment & Financial Aid

State Work Study (SWS) Payment, Reimbursement, & Work Hours

Paying Work Study Students

- The SWS program requires that employers pay student employees at least once per month.
- Students may earn up to the total amount of their award \$3000-\$3600 yearly – which is equal to gross wages paid.
- You are required to pay each student an hourly rate equal to or higher than the current state minimum wage.
- The employer must withhold the appropriate amount in taxes and social security contributions; as well as pay the employer's contribution under the State Worker's Compensation laws (approximately 7.65% of gross earnings).
- The program does not pay overtime, nor holiday pay.
- Please note that the College will not reimburse you for any amount earned in excess of the award amount.

Getting Reimbursed

- Student employees must record their work hours on the voucher form and sign it. Supervisors must also sign it.
- Once a month, send the completed Timesheet Voucher Reimbursement form via email or mail to the Student Employment Office.
- You should expect reimbursement within a month, along with a copy of the voucher indicating work study funds remaining.

Work hour limits for Work Study students

- Students can work up to a maximum of 19 hours per week.
- Students may start as early as September 16th 2016. They must stop working when they have earned their total work-study award (equal to gross wages earned), or by the end of the program on June 15th 2017.