

Prepared by the Financial Aids Office and Business Office.
This is a new Administrative Procedure.

February 1973

STUDENT EMPLOYMENT

This Administrative Procedure was abolished on April 14, 1997 per Administrative Procedures Memorandum No. 97-4 signed by Senior Vice President for Administration Eugene S. Imai.

A9.870 POLICIES AND PROCEDURES ON COLLEGE WORK STUDY PROGRAM

1. Purpose.

To assist financial aids, fiscal, and other personnel in administering the student work study program in accordance with federal regulations and University payroll and accounting procedures.

2. Scope/Applicability.

This Instruction covers various aspect of the work study program including work study matching procedures, and involves the automatic splitting of charges between the work study account and the matching fund accounts. Although prepared from Manoa operations, this Instruction is generally applicable throughout the University system.

Some changes are anticipated for fiscal year 1973-74 in account codes and the work study student help object symbol. However, employing agencies will be informed if these changes as required.

The offices of Financial Aids, Budget and Management Systems, and the U.H. Comptroller's Division should be contacted as appropriate if there are any questions or comments. The U.H. Comptroller should be notified if amendments or revisions are needed.

Program Description

The College Work Study Program (CWSP) is a federal program designed to provide meaningful employment opportunities for students in need of financial assistance to meet their educational costs. The key word here is meaningful as it relates to the student. Institutions may enjoy a derivative benefit by being able to extend their work forces, but the primary purpose of the program is to aid students. Ideally, student jobs represent extensions of the student's educational experiences. Federally allocated funds provide 80% of a student's salary and the employing agency (University or off-campus agency) provides the balance.

Application for Federal Funds by the University

The request for Work Study funds is made for the University by the Financial Aids Office (FAO) to the Department of Health, Education and Welfare (HEW) as part of the "Institutional Application to Participate in Federal Student Financial Aids Program." The application provides an opportunity for the Institution to present essential information about the composition of its student body in support of its request for Federal funds. The format changes slightly from year to year but basically includes the amount of money needed and the number of students to be served, by family income and graduate or undergraduate status.

Application for Federal Funds by the University-continued

An initial response to the request is usually received in January after a review by a panel at the Regional HEW Office. Notice of the actual award comes from the Office of Education in late May or June. Requests for supplementary grants are sometimes accepted, depending on final funding by Congress and the availability of unexpended funds at the end of a year. As with the initial request, data is required both on funds needed and students to be served.

Eligibility: Employee and Employer

Full-time students whose available resources (family/student income and assets) fall within the limitations established by the United States Office of Education, Department of HEW, and who demonstrate financial need are certified for participation on an individual basis. In the area of agency eligibility, University affiliated activities are automatically eligible to utilize CWSP students; non-University agencies must meet the HEW specifications including entering into a formal agreement with the University. IT IS IMPORTANT TO EMPHASIZE THAT FUNDS ARE ALLOCATED TO EITHER THE UNIVERSITY AFFILIATED OR NON-AFFILIATED AGENCIES. INSTEAD, THE ALLOCATION OF FUNDS IS MADE TO THE STUDENT ON THE BASIS OF HIS DEMONSTRATED NEED AND HE CARRIES HIS ENTITLEMENT WITH HIM TO HIS AGENCY OF EMPLOYMENT. (e.g., a student is certified for a CWSP earning ceiling of \$400 for a given semester. He is referred by the FAO to Employer A who hires the student. At mid-semester, the employment is terminated for some acceptable reason but the student has earned only one-half (\$200) of his ceiling. The student returns to the FAO where he is referred to Employer B for another job. The student carries his earning ceiling balance to Employer B, and Employer A must either secure another CWSP certified student from the FAO or, if none is available, be prepared to accept a non-CWSP student. In the latter case, the employer must provide 100% of the student's salary.)

Procedure for Student Certification

The student submits annually the appropriate College Scholarship Service form or any other prescribed financial aid application form which serves as a comprehensive application for financial aid. Forms are available at the FAO via a personal visit or by mail. Responses to demonstrated student financial needs are in terms of financial package. That is, the aid may be in the form of employment, scholarship/grants, loans or any appropriate combination of these elements. The packages are tailored in accordance with the individual situation. Normally, the turn-around period between receipt of an application and response to the student is 45 days. This standard is adjusted downwards whenever circumstances permit.

The award period is from June 1 through May 31. Employment awards (modules) are made for Summer (June-August), Fall (September-December), and Spring (January-May). To be assured of certification by June 1 a student should submit his application to College Scholarship Service no later than March 1.

Earning Ceiling

An earning ceiling is established as a component of the aforementioned financial aid package. It bears a direct relationship to the student's demonstrated need and the other elements of his award. If circumstances change subsequent to the award--receipt of an external scholarship, securing an educational loan from commercial activity, exceeding an earning ceiling--the impact upon the total award usually makes an adjustment mandatory. The earnings ceiling represent net earnings or take-home pay for the student. It is computed by deducting a standard 20% for taxes from the anticipated gross earnings. By reversing the circulations (adding 20% to the net earning ceiling) an employer can arrive at a figure which is an acceptable approximation of the gross earnings ceiling (e.g., an earnings ceiling of $\$400 + 20\% = \480 as an approximate gross ceiling). This can be rounded to \$500.

Responsibility for Controlling Earning Ceilings

The responsibility for controlling earning ceilings rest with the P.I.'s in accordance with directives issued by the FAO.

The Wage Scale

Work study students are paid at the same rate as other students except that HEW regulations impose a maximum rate of \$3.50 per hour for CESP student workers.

Work Hour Per Week

During the regular school year when classes are in session or examinations are scheduled, the limitation is an average of 15 hours per week. A student may work 10 hours one week and 20 another, but the total hours worked during any semester cannot exceed the product of the number of weeks in the semester (including class and examination periods) times the 15 hours average. (e.g., in a 16-week semester, the student may not work more than 240 hours - 16×15 .) During the summer, the interim session and spring vacation,

a student may work up to 40 hours per week. However, the hours worked per 40-hour week may not be averaged out as there is an absolute prohibition against use of CWSP funds to pay for a work week of more than 40 hours. An unused portion of a 40 hours week may not be used to absorb an excess from 15-hour week. In summary, the two schedules "15 hours per week generally when classes are in session" and "up to 40 hours per week in summer, interim session, and spring vacation" are discrete and cannot be mixed.

Employment Procedure

The employment procedure for work study is essentially the same as for other student jobs. (See also Business Manual Instruction No. 2301, May 1972.) An important exception is that, among the other job specifications, the employer stipulates that applicants must be CWSP certified. The FAO then refers qualified students who hand-carry Standard Form 5B's (SF 5B) which reflect their earning ceilings. The standard time sheet and scan sheet procedures apply with due regard for the work week limitations. One further exception is that submission of a change Form (UH Form 25) to the FAO whenever a CWSP student employee terminates is vital to the program.

Employment with Off-Campus Agencies

At the time of an inquiry (usually by phone for work study students from an off-campus agency, the following procedures take place:

The FAO determines that it is either public or non-profit private and that its type of program and jobs for students would meet both HEW and University requirements.

The FAO sends two Project Proposal forms and a Procedure sheet to the agency asking that they return one of the project proposal forms.

The employer completes the "Application for Off-Campus project by Public or Non-Profit Private Organization" form (Exhibit A1 and A2) and submits in to the FAO. The Financial Aids Director reviews the application to ascertain that the job(s) listed provide the student with meaningful employment which is not available on campus. (Jobs available on campus are on file at the FAO.)

The FAO also reviews each application for eligibility under the guidelines of the Office of Education, HEW. If the eligibility is met, two copies of the "Agreement for Off-Campus Projects Employing University of Hawaii Students Under the Work Study Program" form (Exhibit B1 and B2) are sent to the agency for signature and return to the FAO. The Financial Aids Director signs both copies, keeps one, and returns the other to the agency.

Upon receipt of the signed agreement, the agency prepares job orders from the application and forwards them to the FAO; qualified students are then referred to the agency by the FAO.

At the time the student is referred on a job, both the student and the prospective employer receive a copy of FAO's General Information on C.S.W.P. sheet, together with a notice regarding the student's earning eligibility.

If a student is hired, the University's Personnel Form (SF 5B) is filled in by his supervisor, the agency's fiscal officer and the student, and returned to the FAO. The FAO completes the form and forwards it to the

University Payroll Office.

The Payroll Office is contacted for a warrant distribution number for the new agency in the 725-799 sequence. (The computer needs a month to activate a number; therefore, the FAO uses Warrant Distribution No. 026 in processing the SF 5B when a student is placed before the proper number is fed into the machine. This means that the student's first paycheck is charged to 026 in the 3402 print-out, but this is easily corrected manually on the machine by submitting a Change Form (UH Form 25) to the Payroll Office transferring the student from 026 to the correct 700 number.

After the student is hired his SF 5B is processed, he is given time sheets with instructions now on how to complete them. He is asked to prepare time sheets in quadruplicate for each pay period; two for the FAO, one for his employer, and the fourth for his records. The FAO transposes time sheet information to the Scan Sheet and submits it to the Payroll Office.

The student is paid semi-monthly on the basis of the time sheets kept by him with daily entries. At the end of the payroll period, the student and his employer both sign the time sheets then submit two copies to the FAO, retaining one copy each for their respective files. Because the University payroll is part of a state System Director of Human Resources which is mechanized, the initial payroll involves a delay of one month or more from the time the SF 5B is submitted to the U.H. Payroll Office until the first paycheck is received.

SF 5B's are submitted:

- a. by the 12th day of the month for the period commencing on the 28th day of the prior month to the 11th day of the current month, and
- b. by the 28th day of the month for the period commencing on the 12th day of the 27th day of the current month.

If the SF 5B turn-in day falls on a Saturday, Sunday, or holiday, it is moved forward to the immediately preceding business day.

On-campus work study paychecks are distributed by the Duplicating Center in accordance with the warrant distribution code. This code assigned to each employee by the Payroll Office for the payroll warrant distribution by office in which the employee works.

Off-Campus Billing

Students hired by Manoa off-campus agencies are charged to Account No. F-72-223-F-001-0-050. Other campuses have different account such as F-72-223-F-804-0-050 (for Leeward) etc. These accounts are treated as ordinary Federal fund accounts when shown on the SF 5B form and are automatically charged with 20% of the off-campus work study payroll.

The Financial Aids Office refers to Expenditure and Encumbrance Ledgers covering his account; maintains employment records; and bills the Agency on a quarterly basis for the Off-Campus Agency's share (20%) of the student's earnings. (Exhibit C)

Payments received from the off-campus agencies are deposited as reimbursements of expenditures to the off-campus accounts

F-72-223-F-001-0-050, F-72-223-F-0-804-0-050, etc.

Relations with Off-Campus Agencies

One of the vital elements in the successful operation of the off-campus agency program is COMMUNICATION. The FAO must have one responsible paid employee in the agency to work with and must insure that all instructions and agreements are in writing and sent promptly to the agency's representative by U.S. Mail. While the student being hired is, of course, the reason for it all, he should not be relied on to carry messages or instructions, verbal or written. The Agreement indicates that the University is entering into a business relationship with the agency; therefore, all required documents must be maintained up to date.

Off-campus agencies must be kept informed of changing policies or procedures as promptly as on-campus departments.

Off-Campus Records and Accountability

Each off-campus agency should have a folder containing:

- a. The original application and any amendments thereto.
- b. The Agreement signed by the Financial Aids Director and its director.
- c. Other pertinent information, correspondence, memoranda, etc.
- d. A list, on left inside of folder, giving name of student as he is hired (or rehired) for three periods--summer, fall and spring, the date of hiring, and the date of termination, if appropriate. (If this is kept up to date, it greatly simplifies the preparation of the off-campus section of the HEW Report.)

Relation Between F1 and F3 Payrolls

The F1 payroll is for work study certified students and uses object symbol 2299; the F3 Payroll is for all other student employees and uses object symbol 2200.

If for some reason a student is on both the F1 and F3 payrolls, ALL earnings on BOTH payrolls are counted toward his earning ceiling.

If a student who is currently working on the F3 payroll is certified for work study, his employer is notified and the SF 5B with earnings module indicated is forwarded to the employer. The return of the completed SF 5B to the FAO will place the student on the F1 payroll.

Fringe Benefit Costs

Work study students are covered under workmen's compensation and the employer's portion of the costs, comprised of a percentage of payroll, is normally charged to all except G funds account. The amount of charge is based on the 20% matching portion of work study payrolls charged to S, T, F, and A fund accounts. Since the Federal government does not allow payroll fringe benefit cost to be charged to the work study accounts (F-72-223-F-700-0-006, etc.) a special computer program has been written to accomplish this.

When making payroll adjustments involving matching funds accounts, fringe benefit costs should be considered. Instruction on fringe benefit cost adjustments are available from the U.H. Central Accounting (Business) Office.

Transfers of Charges Between Accounts

If a student who is not work study certified is placed on the F1 (work study) payroll, he must be terminated from it and his earnings transferred retroactively, since these are illegal charges against Federal funds. The total amount (which will be 80% of the student's wages) must be transferred to a general or other operating account and the general fund matching account must be cleared of the 20% portion of the student's wages by charging a general or other operating account. When the opposite case occurs (i.e., the CWSP student is erroneously charged on the F3, regular student help payroll), he should be terminated from it and placed on the F1 payroll. However, it is not necessary that his earnings be transferred retroactively. In fact, because the transfer of charges is expensive and makes for cumbersome and error-prone bookkeeping, it is not advisable. Further, since CWSP funds are expended to the maximum possible extent on a current basis, reserve funds to handle this type of transaction are simply not usually available.

To transfer a student from the F3 to the F1 payroll (or vice versa) two documents are needed, a Change Form (UH Form 25) terminating him from the F3 and a new SF 5B placing him on the F1.

Fiscal Officers and P.I.s are responsible for the proper recording of work study payroll charges. The FAO reviews computer listings of students charged to the work study account and notifies the appropriate fiscal officer or P.I. if there are errors.

Payroll Adjustments

It may be necessary at times to make other payroll and fringe benefit cost adjustments arising from the use of wrong account codes, rather than payroll codes such as F1, F3, etc. In such cases, correction can be made by:

- a. Preparing an Authorization For Payment (AFP) from the corrections between unlike funds, such as between federal and general funds.
- b. Preparing a Journal Voucher for adjustments between like funds, such as between federal and federal or between general and general.

Matching Funds

The work study program requires the institution to match 20% of total funds authorized. For program funded from federal, special, and agency funds, 80% of total work study salaries are charged to the Federal work study account and 20% of such costs are charged to the department's federal, special, trust, or agency account. On general funded programs, matching funds are provided from State general fund appropriations. On Manoa, the allotment is made to G-72-023-F-700-0-003 (Work Study Matching Account). For other campuses, the accounts are:

G-72-033-F-223-H-004	-	Work Study State Matching	-	Hilo
" 043 " 802-0-110	-	"	-	Honolulu
" 053 " 803 "	-	"	-	Kapiolani

"	063	"	804	"	-	"	-	Leeward
"	073	"	806	"	-	"	-	Maui
"	083	"	807	"	-	"	-	Kauai

These accounts are part of the appropriation for student services, and expenditure plans and budget request are prepared by the fiscal officer for student services in accordance with budgetary procedures.

The institutional matching is accomplished by automatically splitting the work study payroll between the work study account and the institutional matching account. As the scan sheets are processed, the computer charges 80% of the payroll to the federal work study account and 20% to the appropriation, off-campus or operating fund account. The scan sheets contain the operating account but the computer makes the split between the work study and the matching account. The account shown on the scan sheets appear on other operational reports such as Reports 3402 and 3403A mentioned later.

Administrative Overhead

The work study program allows the institution to withdraw 3% of the total work study payroll to cover administrative costs. Upon request by the fiscal officer, the FAO prepares a journal voucher transferring funds from the Federal work study account (F-72-223-F-700-0-006) to the Budget Office F-72-222-F-598-0-701 CWSP Income account. (See Exhibit D).

The Budget Office subsequently allots funds from the F-72-222-F-598-0-701 account to the FAO F-72-222-F-102-0-153 CWSP Administrative Expense account for expenditures therefrom.

Work study payroll information is obtained from the E & E ledger work study accounts which represent 80% of total work study payrolls.

Request for Federal Funds

All cash requests for work study are made through a letter of credit system by the Contracts and Grants Accounting Office (CGAO). When requesting funds from this office, the fiscal officer must provide the following information:

1. Federal vendor number
2. Name of program
3. Award number
4. Amount of award
5. Amount required this period
6. Amount requested to date
7. U.H. Account number

The CGAO prepare a journal voucher to transfer the cash from the NIH cash pool CWSP account (F-72-221-F-001-0-033) to the work study account. (F-72-223-F-700-0-006 for Manoa, F-72-223-F-802-0-110 for Honolulu, etc.). (Exhibit E).

When the funds are transferred by the cash pool account to the work study account, the amount transferred will appear in the receipts column of the cash report (423B) for the work study account, and the journal voucher number will also appear.

De-obligation of Funds

Awards received but not expended by the end of the fiscal year are de-obligated by the Federal agency. Under such circumstances, the unexpended amount is deducted from the following year's authorization. The de-obligated amount should be identical with the cash balance in the Manoa F-72-223-F-700-0-006 or equivalent community college account and this amount is taken into consideration when requesting a transfer of funds from the CGAO cash pool account.

Accounts

Manoa has the following work study accounts:

F-72-223-F-700-0-002	-	Work Study Program - 1970
F-72-223-F-700-0-003	-	Work Study Program - 1970
F-72-223-F-700-0-005	-	Work Study Program - 1970
F-72-223-F-700-0-006	-	Work Study Program - 1972-73
F-72-223-F-001-0-050	-	Work Study Program - Off-Campus
F-72-223-F-001-0-133	-	Work Study Program - Off-Campus
F-72-222-F-598-0-701	-	CWSP Income

The F-72-223-F-700-0-002, 003, 005, 006, accounts were assigned to segregate work study expenditures by particular periods. In the future, since the program period coincides with the University fiscal year, the year code (F-72, etc.) will designate the work study program year.

The F-72-223-F-001-0-050 (Work Study Off-Campus) account is used for charging the 20% portion, and is treated like a regular federal fund account except that the University recovers these costs from the off-campus agency. Such recoveries were deposited to F-71-223-F-001-0-133 (Off-Campus Income account) in prior years, but the deposits are now credited as a reimbursement of expenditures in the 050 detail account.

G-72-023-F-700-0-003 is the general fund account which absorbs the 20% matching charge on Manoa.

The corresponding accounts for other campuses are identified by the F-72-223 appropriation code and the campuses' major organization code for the Federal Work Study Account, and by the general fund student services appropriation code (G-72-033, G-72-043, etc.) plus the campuses' major organization code. The detail or minor subdivision codes identify off-campus and on-campus accounts.

Report on the Use of Federal Funds

The Institutional Fiscal-Operations Report to the HEW for all Federal programs is prepared by the FAO. The report is signed by the Financial Aids Director, then forwarded for review and signature by the Comptroller, CGAO, who has been designated chief fiscal officer for this and the other federal student aid programs.

The CGAO reviews those areas of the report for which he has knowledge and responsibility.

- a. If the report is concurred with, the Comptroller, CGAO,

countersigns it and returns it to the Financial Aids Director for Transmission to the granting agency.

- b. If there are any discrepancies noted on the report, the CGAO consults with the FAO to consider corrective action.

Work Study Reports 3402 and 3403A

The computer-generated work study reports (3402 and 3403A) provide the information required by the Office of Education, HEW.

Report 3402

Report 3402, "Student Payroll by Warrant Distribution Number," is a print-out showing work study totals by warrant distribution codes. A sample of the report is attached. (See Exhibit F1 and F2.)

The "warrant distribution codes" are presently used to determine whether amounts are considered ON-CAMPUS or OFF-CAMPUS, and also to identify the campus. (Exhibit G provides a schedule of the groupings of the warrant distribution codes.)

"Total Salary" is an accumulated total of amount paid for the fiscal year.

"Federal Share" is derived by taking 80% of the total amount paid. The computation is performed by the detail record level rather than at the summary total level to eliminate any error due to rounding.

"Institutional Share" is an accumulated total of the other 20%.

"Number of Students" is a count of the students being paid through a given warrant distribution code. If a student is paid from more than one account but through the same warrant distribution code, the student is counted only once for that warrant distribution code.

"Duplicated Head-Count" is an accumulated total of the "Number of Students" above. If a student is paid through more than one warrant distribution code, the student is counted once in each warrant distribution code's head count.

The remainder of the information on this report should be self-explanatory.

This report is printed quarterly.

The data used for this report is dependent on the payroll cards that are sent to the University's Computing Center from the Department of Accounting and General Services immediately after the pay checks are printed. The cards are then used to update the Student Payroll Master computer file. The information that is necessary for this report is extracted from the Student Payroll Master and stored on our cumulative annual Student Payment (or earnings) Tape. This tape is then used for this report.

Two copies of report 3402 are printed and sent to the U.H. M~noa Business for distribution to the FAO and to the Community College Systems Office.

Report 3403A

Report 3403A, "Status of Student Employment Master Listing," is a print-out of payment information pertaining to all work study and student employees. The detailed information is in the following sequence, major to minor: (1) social security account number, (2) payroll number, and (3) date paid. A total of the payment amounts together with payroll subtotals is printed for each student. A campus summary is printed on the last page of each campus' report. A sample of the report is attached. (See Exhibit H1 and H2.)

This report is printed after each pay period update. The same tape, the cumulative annual Student Payment (or Earning) Tape that is used in generating Report R3402, is also used to generate this report.

Report 3403A consists of nine separate reports - one for each campus. One copy of each report is sent to the Business Office for distribution.

The work study fiscal officer reconciles the Encumbrance and Expenditure Ledger Report (1060A) and Payroll Distribution Report (1057B) with Reports 3402 and 3403A. Reconciling items could normally consist of non-payroll entries such as journal vouchers, cash receipts, or payment vouchers.

Reconciliation of Various Reports

On Manoa Computer Report 1057 B (Payroll Distribution) for account no. F-72-223-F-001-0-050 (20% matching for of-campus agencies) is checked against Report 1255C (Departmental F1-F4 Payroll Listing) for warrant distribution nos. 726-799. Since Reports 1057B and 1255C are detailed sheets for Report 1060A (Expenditure and Encumbrance Ledger), all three reports are filed together.

At the end of the quarter Report 3402 with manual corrections, if any, are inserted as a summary sheet for the six payrolls in the quarter. At the end of the year, the 12-month Report 3402 (section for off-campus 726-799) is reconciled to the total wage expenditures of Report 1057B.

Warrant distribution no. 722 is for Manoa students working at Hilo College. At present, the item "Off-Campus Total" in Report 3402 includes only 726-799. Pending a revision of the warrant distribution system, the 722 payrolls must be added manually to the off-campus computations.

COLLEGE WORK-STUDY PROGRAM
University of Hawaii - Manoa Campus

Exhibit A1

APPLICATION FOR OFF-CAMPUS PROJECT
BY PUBLIC OR NON-PROFIT PRIVATE ORGANIZATION

A. Name of Organization:

Address:

Phone No.:

Program Director: _____ Fiscal Officer: _____

Student's Immediate Supervisor: _____

Is this a Community Action Program under the Office of Economic Opportunity?

Yes _____

No _____

Organization is Public [] or Non-Profit Private []

B. Work to be performed by the student(s):

C. Qualifications:

D. Please state how the work is related to the student's educational objective or how the work is in the public interest; is work that would not otherwise be provided; and is work that will not result in displacement of employed workers nor impair existing contracts for services.

Exhibit A2

E. Show estimated number of weeks of work per term, including starting and

ending dates of terms.

Summer: From _____ to _____ No. of weeks _____
Fall: From _____ to _____ No. of weeks _____
Spring: From _____ to _____ No. of weeks _____

F. Cost estimate: Use a sperate line for each job (if more than one) and using factors of suggested hourly pay rate, number of hours per weeks, and number of weeks per term, produce a total cost per job per term for each category. (The pay rate suggested is subject to adjustment to assure conformity to the University's pay scale.)

Job	Hourly Rate	Number of hours per week	Number of weeks per term	Cost per job
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Signed By: _____

Title: _____

AGREEMENT FOR OFF-CAMPUS PROJECTS EMPLOYING
UNIVERSITY OF HAWAII STUDENTS UNDER THE WORK STUDY PROGRAM

This agreement is entered into between the University of Hawaii, hereinafter known as the "Institution," and _____, hereinafter known as the Organization," a _____ within the meaning of that term defined in Section 175.2 of the College Work Study Regulations, for the purpose of providing work to students eligible to participate in the College Work Study Program.

Schedules to be attached to this Agreement from time to time, bearing the signature of an authorized official of the Institution and of the Organization, will set forth brief descriptions of the work to be performed by students under this Agreement, 1/ the total number of students to be employed, the hourly rates of pay, and the average number of hours per week each student will be utilized. 2/ These schedules will also state the total length of time the project is expected to run, the total per cent of student compensation that the Organization will pay to the Institution, and the total per cent of the cost of the employer's payroll contribution to be borne by the Organization. The Institution will inform the Organization of the maximum number of hours per week a student may work, during summer or other period of nonregular enrollment during which the student is attending classes. The project proposal is submitted by the Organization, accepted or amended by the Institution, will serve as the initial schedule.

Students will be made available to the Organization by the Institution for performance of specific work assignments. Students may be removed from work on a particular assignment or from the Organization by the Institution, either on its own initiative or at the request of the Organization. The Organization agrees that no student will be denied work or subjected to different treatment under this Agreement on the grounds of race, color, or national origin, and

Footnote

1/ In accordance with the requirements of the Federal program, work to be performed under this Agreement must be work in the public interest, which (1) will not result in the displacement of employed workers or impair existing contracts for services; (2) will be governed by such condition of employment, including compensation, as will be appropriate and reasonable in light of such factors as type of work performed, geographical region and proficiency of the employee; (3) does not involve the construction, operation, or maintenance of so much of any facility as is used, or is to be used, for sectarian instruction or as a place for religious worship; and (4) does not involve any partisan or nonpartisan political activity associated with a candidate, or contending faction or group, in an election for public or party office. Further no work shall be considered to be in the public interest where (1) it is work for which the political support, affiliation or affinity of the student is a prerequisite or consideration for employment, (2) it is work to be performed for an elected official other than as part of the regular administration of Federal, State, or local government, or (3) it is work for a membership organization (such as a credit union, a fraternal order, or a cooperative) which is primarily for the benefit of the members of such organization, rather than the public.

2/ Under the College Work-Study Regulations, no student may perform work on any project under the Work-Study Program for more than an average of 15 hours per week in any semester (or other academic term on the basis of which credits are awarded) in which classes in which he is regularly enrolled are in session. that it will comply with the provisions of the Civil Rights Act of 1964 (P.L. 88-352; 78 Stat. 252) and the Regulations of the Department of Health, Education, and Welfare which implement that Act.

Transportation for students to and from their work assignments will not be provided by either the Institution or the Organization.

The Institution shall be deemed the employer of the students. It shall determine that the students shall meet the eligibility requirements for employment under the College Work Study Program, assign students to work for the Organization, and determine that the students do perform their work in fact. The Standard Form 5B (See attached Exhibit A which by this reference is made a part hereof) used for on-campus student employment shall serve as the employment agreement between the student and the Institution as employer. The Organization's supervisor of employment shall sign the 5B as "Supervisor," and the person responsible for fiscal matters shall sign as "Fiscal Officer." The other signature shall be the same University staff as in in-campus agreements, i.e., the Financial Aid Counselor.

While the Institution will be deemed the employer of students participating in any project under this Assignment, the Organization will be responsible for the direct supervision of work performed and will maintain make available to the Institution the names and qualifications of Organization supervisors. The Organization will also provide to the Institution a record of the hours worked weekly by each student as attested to by an authorized official of the Organization, one of the aforementioned Organization supervisors. It is agreed that the Institution shall have the right to send a representative to the Organization periodically to observe the working situation of the student.

Compensation (hourly wages) of the student for work performed on a project under this Agreement will be paid to the student in accordance with University practice for campus employment. In addition the Institution will disburse all payments due as the employer's contribution under State or local workmen's compensation laws, under Federal or State social security laws, or under other applicable laws. At least on a semi-annual basis, the Institution will bill the Organization for the Organization's share of the wages of students employed under this Agreement and for all payments required to be made by the Institution under State or local workmen's compensation laws, or under Federal or State social security laws, or under other applicable laws, on account of students participating in projects under this Agreement.

This Agreement is applied to any Organization agreement entered into prior to the date of signature affixed hereto by the University of Hawaii and the accepting Organization.

This Agreement shall be in full force and effect from the date of its execution until it is terminated by either the Institution or the Organization.

UNIVERSITY OF HAWAII

Executed this _____ day of
_____, 19____.

By _____

ACCEPTING ORGANIZATION

By _____