How to Participate in the State Work Study Program

A Step-By-Step Checklist for Employers

1. Determine your need for a student employee. (Positions in Retail Sales, Manual Labor, Custodial, and Food Service typically do not fit within the SWS program requirements.) SPU must ensure that each position directly relates to a specific course of study within the university. Determine the educational benefits that this position would provide to a student. Consider which majors would be best suited for this job. Click here for a list of Academic Majors.

2. Contact SPU Student Employment Coordinator at (206) 281-2047 or ose@spu.edu at Seattle Pacific University to ask about the Washington State Work Study program.

3. If you decide you want to be a part of the program, complete the following forms and send them to the Student Employment Coordinator via email (ose@spu.edu) or fax at 206-281-2835.
    - Employer Contract and Business Profile
    - Washington State Work Study Program Job Description (1 for each position)

4. Wait until you receive notification from the Washington Student Achievement Council (WSAC) that your contract and job description were approved.

5. Register as an employer and post your open position as needed on the SPU JobLink.

6. Interview candidates and make employment selections. Complete the SWS work referral form with the student. This form is available in Student Financial Services. It states the award amount and effective dates of the award. A work referral must be completed for each academic year and summer. The SWS work referral must be submitted to SPU before any reimbursement is allotted.

6. Provide a general orientation and train your new student employee. Initiate a conversation with the student regarding his/her educational goals. Work with the student to align job duties with specific educational outcomes. The employer receives partial reimbursement for providing this complementary educational experience.

7. Pay the student directly for the gross wages earned, minus any necessary deductions. Keep accurate time records on the SWS Timesheets.

8. In order to claim reimbursement, submit the timesheets to SPU with original, ink signatures. SPU only needs the original timesheet. Multi-part copies are not necessary. Timesheets must be submitted within 15 days of the last day worked. Mail timesheets to: Seattle Pacific University, Suite 114, 3307 3rd Ave W, Seattle, WA 98119.

9. Reimbursement for a percentage of the gross wages will be issued to you within 3 - 6 weeks after the timesheet is received at SPU. Errors and missing information will delay the reimbursement process.