

HOW TO USE WORK STUDY TO CONDUCT RESEARCH

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BEFORE WE BEGIN ...

1. Have you conducted undergraduate research at CSM in the past?
2. Do you have work-study funding or are you eligible for work-study?

GENERAL STEPS

View instructions at:

<https://www.mines.edu/undergraduate-research/independent-study-work-study/>

1. **Before beginning, you should check your financial aid award.** You can check your financial aid award to see if you are awarded work study through Trailhead. If you do not see an award in your account summary, email finaid@mines.edu to inquire about eligibility.
2. **Find and apply for the research position.** Individual research positions are given through the different academic departments. They are usually posted on DiggerNet; however, not always. Make sure to ask your department's administrative assistant for help; they will often have a complete list of available undergraduate research projects. It is always helpful to speak with your faculty mentor and the department's administrative assistant prior to applying.
3. **Once hired for a research project, you should complete** [Student New Hire Packet](#) **and a Student Work-Study Authorization and Contract.**

TRUE OR FALSE

Work study funds are only for low income students.

FALSE

**You could be eligible for work study funds
regardless of your economic standing.**

MORE ABOUT STEP 1

1. Before beginning, you should check your financial aid award.

- Work-study need/eligibility is often determined by FAFSA but not always. You could be eligible for work study funds regardless of your economic standing.
- Most first-year students are awarded \$1,500 by default.
- If you do not use these funds your first year, you might not be awarded your next year. BUT, just because you don't use your award does not mean you are ineligible. It just means you *might* be waitlisted until funds become available.
- Work-study can come from several sources (Federal government, Colorado state, and Mines). Thus, eligibility and allotment varies by student.

It is imperative you speak with Financial Aid about your particular circumstance.

TRUE OR FALSE

Undergraduate research opportunities are posted on DiggerNet.

TRUE(ISH)

Undergraduate Research opportunities can be posted in several places, including DiggerNet, the office of Undergraduate Research website, and in the individual departments.

MORE ABOUT STEP 2

2. Find and apply for the research position.

- Finding an undergraduate research position starts with finding a mentor and an active research project.
- You can search for active research projects on DiggerNet, on [our MURF project page](#), or through word-of-mouth.
- Once you think you've found a research position that suits you, you can either A) apply on DiggerNet (if that's where the position is posted) or B) cold call/email the faculty mentor. Generally, this includes a brief description of who you are and why you're interested in the research.
- Work-study research positions are given through the individual departments. I.e. If you use work-study funds to conduct research, you are considered a student employee of the respective department in which you are conducting research.

TRUE OR FALSE

You can start a work-study research position without completing HR paperwork.

FALSE

You **MUST** complete all paperwork (the *Student New Hire Packet* and the *Student Work-Study Authorization and Contract*) **BEFORE** you begin your work-study position.

MORE ABOUT STEP 3

3. Once hired for a research project, you should complete *Student New Hire Packet* and a *Student Work-Study Authorization and Contract*.

- Once you have confirmed with financial aid that you have a work study award, you will print your *Work-Study Authorization and Contract* from Trailhead > Financial Aid > Yellow Work Study section and give this to your supervisor/mentor.
- Your supervisor/mentor will complete the bottom of the contract and submits it and your *Student New Hire Packet* to MAPS, Mines Administration Processing Services, with a HelpDesk ticket.
- You can begin working after you have approval from MAPS.
- You will have to submit bi-weekly hours via Trailhead. If you exceed your hourly work study award, funds will be pulled from whatever account your supervisor/mentor listed in your *Work-Study Authorization and Contract*.

2020 FALL/2021 SPRING CONTRACT

CWID: _____ Student Name: _____ Birthdate: _____

Mines Email: _____@myemail.mines.edu Phone # _____

Local Address (Street, City, Zip): _____

Are you graduating December 2020 (circle one): Yes / No Do you have more than one on-campus job (circle one): Yes / No

This is my first job with Colorado School of Mines (circle one): Yes* No *If yes, you cannot work until you complete HR paperwork.

STUDENT ELIGIBILITY:

I have been awarded maximum amount of \$ _____ for the fall and spring for all jobs.

(View amount awarded on Trailhead>Financial Aid Tab>Work Study Yellow Section)

Please initial each statement:

_____ My allotment of work study funds will be shared between all work study jobs acquired.
_____ I cannot work more than 20 hours (part-time) a week, between all jobs, while classes are in session.
_____ I must be enrolled in at least 6 undergraduate credit hours.
_____ My employer and I are responsible for tracking my earnings.
_____ Failing to monitor funding may result in use of department funds and possible termination of employment.
_____ I must submit my timesheet by the end of each payroll period in Trailhead.
_____ My financial aid requirements are complete (check on Trailhead>Financial Aid>Requirements).

By signing this contract I understand and agree with the statements above.

STUDENT SIGNATURE _____ DATE _____

Complete this form once you are hired and turn in to your supervisor. First-time student employees must file new hire documentation with MAPS Office BEFORE start date or the contract is null and void.

=====TO BE COMPLETED BY EMPLOYER=====

DEPARTMENT _____ TIME SHEET ORG# _____ JOB TITLE _____

START DATE _____ TO (circle one) ☐ December 18, 2020 ☒ May 14, 2021 Pay Rate _____/hour Hours/week _____

DESCRIPTION OF DUTIES _____ RESEARCH? (circle one): Yes No

WEB TIME APPROVER _____ CWID _____ Position # _____

Students and employers are responsible for tracking earnings. Students with more than one job will split the award between them. Departments will be responsible for any overages. Late time sheets will be charged to the index code below. Students may work a total of 20 hours/week between all jobs on campus; 40 hours when class is not in session.

Departmental Index Code to charge if an overage occurs _____ (Banner)

Supervisor's Signature Katerina Vuletic *Digitally signed by Katerina Vuletic
Date: 2020.06.22 15:13:51 -0500* Date _____ Phone # _____

Department Head _____ Phone # _____

Return contracts through Trailhead>Mines Help Center>Submit a New Ticket>MAPS>Payroll & HR>Student Contracts

Received Date: _____ Position Number: _____ Entry Date: _____ REG: _____

- ☐ 83000: UGWSFD-
- ☐ 83100: UGWSCO-
- ☐ 83150: UGWSCN-
- ☐ W00010: UGWCSM-



ANY QUESTIONS?