

State Work Study Program Employer Information

The State Work Study Program through the [Washington Student Achievement Council \(WSAC\)](#) reimburses employers 40% - 70% of a student employee's gross earnings, allowing employers to work with talented, motivated PLU students at a lower cost. Government agencies, for-profit businesses, and non-profits can apply to be a part of the State Work Study Program.

WSAC does not allow businesses or organizations involved in political activity to participate in the program nor any church or entity directly associated with a controlling sectarian organization. The contract period for each year runs from July 1st – June 30th. Employers will need to renew their contract each year. We recommend that all Employers new to the State Work Study program read the [WSAC Employer Handbook](#) to learn more.

How State Work Study Works

- Students are offered a Work Study award amount based on their need as part of their financial aid package. The award represents the gross wages for which an employer may be reimbursed up to a certain percentage. Awards are subject to change at any time based on adjustments the student might make to their financial aid package.
- Employers sign up to participate in the program by submitting a contract through the [WSAC portal](#). They will need to select to work with Pacific Lutheran University.
- Employers submit a job description for any positions they have that are Work Study eligible through the [WSAC portal](#). Once the job description is approved, employers can begin looking to hire PLU students.
- Employers can recruit PLU students by posting all Work Study jobs on PLU's Job and Internship board, [Handshake](#). The title on the job posting should match the title of a job description on file with WSAC. We recommend requiring proof of State Work Study eligibility from all applicants (Federal Work Study is NOT eligible).
- Once a student is hired a [Referral Agreement](#) will need to be completed and emailed to azazeski@plu.edu. Once this form has been processed the student may begin working.
- Employers pay students according to their standard employment practices. Following each pay period, employers will need to submit a [time sheet](#) to PLU to request reimbursement from WSAC. All hours must be paid at minimum wage or above to be processed.

Reimbursements

The reimbursement rate is 70% of gross wages for non-profits, 60% for government agencies, and 40% for for-profit businesses.

Questions?

If you have additional questions or need to turn in completed forms please contact Angela Zazeski at azazeski@plu.edu. Additional information can be found at on the [PLU Payroll Office](#) website.