

Research Assistants

Faculty ability to hire research assistants (including students working in the clinics) is a valuable part of both student development and faculty productivity. Labor laws, federal regulations, and university systems constrain that capacity. Lack of compliance may have consequences for Loyola's ability to receive federal funding and **for a student's own financial aid**. And we're building systems to expand flexibility where we can ... but that depends on your help in working within the parameters below.

- **Eligibility.** Research assistants must be enrolled as full-time or part-time students, and must normally be eligible for work-study; those working remotely must either be working in California or have their permanent address in California. First-year day students may not receive work-study funding during their 1L fall and spring semesters, but we are able to hire first-year evening students for work-study, and any eligible upper-division student (day or evening).
- **Impact on financial aid.** Students' financial aid packages are capped; work-study and loans are each part of the total. Every dollar of a work-study allotment reduces a student's available loans. Student should consult Student Financial Services to determine the impact of work-study on their current award **before** submitting their request.
- **Contracts.** Students may not start work until they have a timesheet activated by Student Financial Services, and they may not get work-study on dates that are not within the contract work period.
- **Semester.** Each full-time faculty member is allocated one RA position per semester. During the academic year, an individual student may not work more than 20 hours per week, more than 8 hours per day, more than five consecutive days, or on holidays.
- **Summer.** Each full-time faculty member is allocated one RA position per summer. During the summer, an individual student may not work more than 40 hours per week, more than 8 hours per day, more than five consecutive days, or on holidays.
- **Pay rate and total cap.** The pay rate is currently \$14.25 per hour, and increases to \$15.00 per hour halfway through the summer, paid on a bi-weekly schedule. Students can earn up to \$2,000 per spring/fall semester in work-study funding and up to \$3,500 during the summer.
- **MyTime reporting.** In order to be paid, students must timely report their hours, and you must timely approve their hours, in the myTime system. Please delegate your assistant to approve hours in myTime, just to be absolutely sure there are no lapses.
- **Meal break.** When logging time, students working more than 5 hours in any given day must be given a meal break of at least 30 minutes before the end of the fifth hour worked. Please ask them not to log uninterrupted blocks of time of more than 5 hours on myTime.
- **Beyond work-study.** In special circumstances, the Associate Dean for Research may be able to authorize work by first-year evening or upper-division students who are not eligible for federal work-study, who have hit their total allotment, or who are working outside of the work-study contract period; or work by multiple RAs per semester. These exceptions cannot be authorized retroactively: approval must be received in advance.

RA work this coming summer:

Obviously, until campus is reopened, students working as RAs this summer will be working remotely. (And for most RA positions, that's no real change from the pre-COVID world.) Any student working remotely this summer must either be working in California or have their permanent address in California.

Work-study contracts for summer 2020 can run from **June 1 to July 24**. No student may begin work on a summer work-study contract before a timesheet has been activated (following the steps below), and students may not normally start work on a summer work-study contract after June 17. Every student must finish work on a summer work-study contract either by July 24 or when the \$3500 summer allotment has been used, whichever comes first.

Most students doing summer work don't work the full 40 hours per week. Students who start right on June 1 and work the full 40 hours per week during the summer will hit their work-study maximum around July 10, before the end of the contract period. If you anticipate that your RA will be starting at the earliest point, and working 40 hours per week, we may be able to support your hiring a second RA, with a staggered start in early June, to be able to work through July 24. Because work-study impacts loan disbursement, students with a later start should still apply for paperwork if at all possible at the beginning of the summer. Please let the Associate Dean for Research know ASAP if you anticipate needing a second RA because of these cap issues.

Students should connect with the Student Financial Services Office **before** the summer contract period begins, to ensure that they can start working on the first day of the contract. You can help them do this.

Before a student can have a timesheet activated by the Student Financial Services Office, she must:

1. Ensure that a [FAFSA](#) for 2019-20 is on file with the LLS Student Financial Services office. If the student is not enrolled in at least 2 summer units, the 2020-21 FAFSA must also be on file.
2. Complete and submit the appropriate form from Student Financial Services to request summer work study. For the summer, there is one form for students enrolled in at least 2 units, and a different form for students who are not. Students should consult the Student Financial Services Office for details.

The LMU Financial Aid office will then process the request, and award work-study.

3. Accept the work-study award via [PROWL](#).

The LLS Student Financial Services office will then generate a contract.

4. Complete and submit contract paperwork to LLS Student Financial Services.

The LLS Student Financial Services office will then notify students that their time sheet is active.

Given COVID-19, this paperwork can be managed remotely. To complete work-study I-9 paperwork, the student will need to videoconference with Student Financial Services to permit remote viewing of their supporting documentation, send in a color photo or copy of the documentation, and — after the pandemic — present the same documentation again in person. (I know, I know. Call your member of Congress.)

Please note that there are four distinct steps that a student must take before beginning work-study. Each is dependent on the last. If a student does not complete any of these four steps, they can't receive approval for work-study, which delays their ability to work for you. You can help make sure the process runs smoothly by ensuring that each research assistant completes each step.