UCSB

WORK-STUDY PROGRAM
2014 – 2015 On-Campus Tutorial
Agenda

• Work-Study Program Overview
• Employee Guidelines
• On-Campus Department Responsibilities
• Work-Study Payroll Exercise
• Resources
• Contact Us – The Work-Study Unit
• Questions
Work-Study Program

What do we do?

Develop and promote part-time undergraduate and graduate employment opportunities for students with financial need.

- Meet higher education costs
- Reduce reliance on loans
- Gain work experience.
Work-Study for Students With Deferred Action Status

• Hiring requirements:
  – Work-Study Referral with Special Code “D”
  – Valid Authorization to work in the US
President’s Work-Study

- Funded by University funds, not the Federal Government
- Offered to International Students
- Available throughout the academic year

- For additional information, you can refer to the Office of International Students and Scholars (OISS),
- Contact: Elizabeth Morgan at x:2211
Trivia Questions
Fun Facts – WSP Numbers

• During the 13-14 AY – **1190 students** were employed on-campus through WSP

• **Gross student wages earned approximately $2M**
  – $1.2 million from Work-Study
  – $800,000 from the department ($200,000 administrative fee assessed)

**$1 million in savings!**
Fun Facts – WSP Numbers

• Top ten on-campus employers hire anywhere between 20 to over 100 student employees annually
• About 115 on-campus departments participate in the program each year!
  – Associated Students (ASTD)
  – Arts & Lectures (ALEC)
  – Chemistry (CHEM)
  – Recreation (RECR)
  – Child Care Center (CHLD)
What Types of Jobs are Work-Study Students Performing?

Almost all positions on campus!
Work-Study Program - What are the Employer Benefits?

Work-Study pays 60% of wages, Departments pays 40% of wages (plus 10% administrative fee*).

Departments save 50%!

Example: $2000 gross earnings for a Work-Study Student Dept. covers $800 in wages (and $200 in fees)
WSP pays $1200 in wages

*Subject to change at any time.
How Can I Assist My Student Employee(s) with Work-Study?

Encourage employees to file a FAFSA / DREAM Act Application. Students must file every year to be considered.

Help them maintain remain Financial Aid Eligible in order to keep their award (Issues: SAP, Census Date, Lapse/Cancellation and or Withdrawals)
Work-Study Program - Work Hour Recommendations

How many hours can a student work?
Students are encouraged to work a max of 15-20 hrs/week.

Work-Study cannot pay for:
Benefits of any kind
The non-federal share may be subject to both benefit accruals and state and federal taxes

Reminder:
Please retain WSP employment records for 5 years; including, the job description, WSP referral (copy), and timesheets
On-Campus Work-Study students are governed by:

- Federal employment regulations
  34 CFR Ch. VI, Part 675
  http://www.access.gpo.gov/nara/cfr/waisidx_07/34cfr675_07.html

- Policies for Non-Represented UCSB employees
  http://hr.ucsb.edu/policies/
Key Employment Guidelines

Job Descriptions
- Must be detailed and have clearly defined job functions
- Must establish clear work expectations

Rate of Pay
- Must be reasonable and comparable.
- Minimum wage is currently $9.00/hr

Work-Study must NOT displace University employees
- May not replace employees on leave, strike, etc.

Work must be supervised
- Departments should carefully monitor work schedule, performance and communicate their expectations.
Department Responsibilities

- Student Job Description(s)
- Posting Work-Study Positions
- Completing/Submitting Work-Study Referrals
- Creating Appointments & Disbursements in the Payroll system
- Providing and Approving Work-Study Time Cards
- If you’re using Kronos, please refer to the Work-Study section of the Kronos V7 Manual pg. 107
  - https://timekeeping.ucsb.edu/Reference%20Documents/Forms/Timekeepers.aspx
- Processing LX/RX Payroll Corrections
WSP Job Description Example

The JD at minimum must list the following:

• Student’s Name and Perm
• Location of Employment
• Official Job Title
• Supervisor’s Name, Title and Contact Info
• Rate of Pay
• Job Duties (in detail) as Percentage of Time
• Student’s and Employer’s Signature
WSP JD Example

UNIVERSITY OF CALIFORNIA, SANTA BARBARA
OFFICE OF FINANCIAL AID AND SCHOLARSHIPS
2101 SAARSE, SANTA BARBARA, CA 93106-3130 TELEPHONE (805) 893-2077

FEDERAL WORK-STUDY PROGRAM
WORK-STUDY STUDENT EMPLOYED DETAILED JOB DESCRIPTION

Agency Name: 
Agency Address: 
Agency Telephone Number: Fax Number: 
Student’s Name: 
Job Title: Hourly Pay Rate: 
Supervisor’s Name: Supervisor’s Title: 

General Summary of Duties:

JOB DUTIES/RESPONSIBILITIES:

Percentage of Time (Total of all duties must add up to 100%)
Frequency (Daily, Weekly, Monthly, Quarterly, Annually)
Job Duties/Responsibilities (Please list in order of importance)

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Job Duties/Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

WSP Office Use Only
Job Request Number:

EMPLOYEE’S SIGNATURE DATE SUPERVISOR’S SIGNATURE DATE
A Quick Look at GauchoLink

Welcome to our Friends in the Recruiting Community!

Our goal is to help you in finding the talent you need for your company’s growth and success! Career Services invites you to utilize our employer services during the upcoming academic year. We are here to assist in posting PT/FT jobs and internships, scheduling campus interviews and information sessions, registering for career fairs, exploring partnership and sponsorship opportunities, and developing a campus recruiting plan to help you HIRE THE BEST STUDENTS!
Important GauchoLink Dates

• GauchoLink is re-opened for Work-Study job postings for the 14-15 academic year
  – Work-Study related job postings will be approved going forward on a daily basis

• Students are now able to view job postings (UCSBnetID required)
  – Students may begin working as early as September 22nd
Completing/Submitting Work-Study Referrals

**Students** are able to print the Work-Study Referral Form beginning **September 22, 2014**.

**Students** must provide this Referral Form to the hiring department for completion and PPS entry.

The **Department** must forward the completed and signed Referral Form to the Work-Study Program Office for processing.
**Referral Reference**

**UNIVERSITY OF CALIFORNIA, SANTA BARBARA**  
**Office of Financial Aid and Scholarships**  
2101 SAASE, SANTA BARBARA, CA 93106-3180 TELEPHONE (805) 893-2067

**WORK-STUDY PROGRAM**  
**ON-CAMPUS REFERRAL**  
**ACADEMIC YEAR 2014-2015**

**Referral Date:**

**Student’s Name:**

**Perm Number:**

**Work-Study Award:** $  
**This award reflects:**  
The maximum allowable gross Work-Study wages.  
The combined Departmental AND the Work-Study Shares.

The Work-Study Program Office (WSP) will formally notify employers of any revisions to this allocation in writing.
**INSTRUCTIONS TO EMPLOYER:**

1. Review the 2014-2015 Work-Study Program (WSP) Employer’s Handbook for all rights and responsibilities, policies and procedures regarding participation as a WSP employer and the employment of this student on WSP funds:
   

2. Update this student’s 2014-2015 WSP employment record in PPS, and remember that:

| UC Student Status: Registered Student Status Code: | Must be “3” (Undergraduate) or “4” (Graduate) |
| Appointment Line: Personnel Program Code: | Must be “1” (Staff) or “A” (Academic) |
| Appointment Type Code: Must be “4” (Casual/Restricted) or “5” (Academic) |

| WSP Distribution Line: LOC/ACCOUNT/FUND/SUB: | Account number may NEVER begin with an “8” (e.g., 8-806021-12345-2). |
| LOC/ACCOUNT/FUND/SUB: | Fund number is NEVER 19971, 19975, 23495, 23497, 23499 (e.g., 8-680108-23499-2). |
| DOS Code: May only be REG (Regular); never BYA, STP, etc. |
| **WSP Code:** WSP Code is “A,” “C,” “F,” or “W” (Please see handbook for description). |
3. Complete the section below. Include the Dept. Code and Dist. Number from the student's WSP Dist. Line in PPS.

<table>
<thead>
<tr>
<th>Employee ID:</th>
<th>Dept. Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Dept. LAFS Number:</td>
<td>Dist. No.:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Start Date:</td>
<td>(Referral date or later)</td>
</tr>
<tr>
<td>End Date:</td>
<td>June 6, 2015 or Before</td>
</tr>
<tr>
<td>PPS Preparer's Name:</td>
<td>Phone Ext.:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Authorized Signature*:</td>
<td>E-Mail Address:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Name:</td>
<td>Date:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*I hereby acknowledge that the student and I have both signed and retained a detailed job description for this appointment.*

- Photocopy this Referral and retain with auditable WSP employment/payroll records, which must include a signed job description.
- Return original Referral to the Work-Study Program Office. Mail Code 3180
- Failure to return this Referral in a timely manner may result in a delayed use of WSP funds or loss of the award altogether.

For W/S Office use 1. ☐ Set WSP Limit in PPS 2. ☐ Enter employment information in WAVE
### PPS: Entering Referrals

**Only one distribution line...**

<table>
<thead>
<tr>
<th>ID:</th>
<th>Name:</th>
<th>Emp Stat:</th>
<th>Pri Pay:</th>
<th>PAF Gen No:</th>
<th>Appt</th>
<th>Actions</th>
<th>Pgm Typ</th>
<th>Bas Pd</th>
<th>Ovr</th>
<th>Appt Begin</th>
<th>Appt End</th>
<th>Dur</th>
<th>Dept</th>
<th>FLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>4921</td>
<td>ASSISTANT II</td>
<td>A</td>
<td>MO</td>
<td>2</td>
<td>30</td>
<td>_</td>
<td>4</td>
<td>_</td>
<td>_</td>
<td>091211</td>
<td>060812</td>
<td>_</td>
<td>____</td>
<td>_</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title:</th>
<th>Grade %</th>
<th>Full F/V</th>
<th>Ann/Hr Rate</th>
<th>Rt Sch</th>
<th>Time Lvl</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4921 ASSISTANT II</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dist</th>
<th>Actions L Acct</th>
<th>CC</th>
<th>Fund PC</th>
<th>S</th>
<th>FTE</th>
<th>Dis %</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>8 627670 66170</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>WSP-ASSOCIATED STUDENTS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pay Begin</th>
<th>Pay End</th>
<th>Step</th>
<th>O/A</th>
<th>Rate/Amount</th>
<th>DOS</th>
<th>PRQ</th>
<th>DUC</th>
<th>WSP</th>
</tr>
</thead>
<tbody>
<tr>
<td>091211</td>
<td>060812</td>
<td>_</td>
<td>_</td>
<td>8.5000</td>
<td>REG</td>
<td></td>
<td></td>
<td>F</td>
</tr>
</tbody>
</table>
Work-Study Payroll Tidbits

- **Don’t delay!** Work-Study earnings will NOT split until the REFERRAL is processed by the WSP Office.

- Complete Section 3 of the Work-Study Referral Form:
  - Include Dept. Code & Distribution Number and forward the completed form to the Work-Study Program Office, Mail Code 3180.

- Once the Referral is processed, Work-Study wages will automatically split. Do NOT add a second distribution using the Work-Study fund.

- The IFNW screen will report total wages earned as of the last payroll cycle.

- Hours earned after the limit is reached are charged 100% to department.
DID WORK-STUDY SPLIT?
If Earnings Did Not Split…

- Check the IFNW screen to see if the Referral was entered into PPS
  - If the WSP Office did not receive the Referral – please resubmit.

- Questions to consider:
  - Does the IFNW screen dept. code match the PPS distribution (see below).
  - Was the “As Of” date entered after the payroll deadline?
  - Has the student reached or is over their Work-Study limit?

<table>
<thead>
<tr>
<th>FY</th>
<th>WSP</th>
<th>Dept</th>
<th>Limit</th>
<th>As Of</th>
<th>FYTD WSP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1011</td>
<td>F</td>
<td>MCCT</td>
<td>02000</td>
<td>10/29/10</td>
<td>671.00</td>
</tr>
<tr>
<td>0910</td>
<td>F</td>
<td>MCCT</td>
<td>01900</td>
<td>10/02/09</td>
<td>1900.00</td>
</tr>
<tr>
<td>0708</td>
<td>F</td>
<td>ASTD</td>
<td>01900</td>
<td>02/15/08</td>
<td>1192.13</td>
</tr>
</tbody>
</table>
LX/RX Corrections

Student signed their timesheet late?
Paid a student too many hours by mistake?
(for detailed information see pg. 13 of On-Campus Handbook)

“Late Pay/Reduction in Time” should be the ONLY method used to correct Work-Study earnings!

Do NOT use UPAY or Payroll Transfer
LX/RX Corrections

- Retrieve distribution on EDLR screen
- Enter RX with “*” in WSP code
- Enter LX with “F” in WSP code
Regarding the Administrative Fee

- Every month after the General Ledger (GL) is released, the Work-Study Unit will distribute the administrative fee report to your department.
- Administrative fees will show up on your department’s Sub 3 expenses on the GL.
- Any questions or corrections needed can be directed to the Work-Study Unit.
WSP Closes 6/6/2015

- June 6th is the last day for Work-Study employment
  - All Distributions must end on 06/06/2015
  - Distributions beyond the 6th will not split, but PPS will still assess the administrative fee at 10% and departments will not be refunded
  - Add a new distribution if the Appointment is extends after 06/06 (e.g. “06/07/2015 – 07/30/2015) and omit the WSP code
June MO is the Deadline

- Payroll or corrections made on a Work-Study distribution, after the June MO processing cycle deadline, will be charged in full to the department in addition to the Work-Study administrative fee.

No Exceptions
Final Remarks…

• Almost any (REG) position on-campus is a Work-Study position!

• GauchoLink
  – Sign up for an account at:
    http://career.ucsb.edu/employers
  – Use the Archive Tab to locate expired postings

• Work-Study Referrals
  – Students print from “My Aid Status” beginning September 22, 2014.

• Visit OISS for international hiring opportunities
  http://oiss.sa.ucsb.edu/

• See you at the On-Campus Job Fair from 9:00am – 12:00pm September 30th!
Contact Us
The Work-Study Unit

FinAidWSP@sa.ucsb.edu
(805) 893-2067
(805) 893-2733
Questions?