



**WORK-STUDY PROGRAM NON-PROFIT** **2017-18**

**AGENCY EMPLOYER HANDBOOK**



**UCSB OFFICE OF FINANCIAL AID AND SCHOLARSHIP**

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## PURPOSE OF THE WORK-STUDY PROGRAM

The purpose of the Work-Study Program (WSP) is to encourage part-time employment of UCSB undergraduate and graduate students, provide them with a positive work experience, and help defray the cost of education. Work-Study job duties should coincide with the academic and/or career goals of each student employee, serve the public interest, and, whenever possible, service the betterment of the local community.



# General Overview



## The Purpose Of This Handbook

This handbook establishes the relevant policies and procedures that govern local agencies' participation in the WSP as a non-profit employer. It is an extension of the Work-Study Program Agreement signed between each agency and the University of California, Santa Barbara (UCSB).

## Administrative Roles And Responsibilities

The Office of Financial Aid and Scholarships (OFAS) administers the program and the Work-Study (WS) Unit ensures that all related employment standards and payroll functions are maintained and completed in accordance with federal policy.

The Hiring Agency acts as the student's employer and must observe all conditions set forth in this hand-book and in the Work-Study Program Agreement.

## The Work-Study Award

The Work-Study Award represents the maximum allowable gross wage the student may earn through work-study during the current academic year. Any unearned portion of the award may not be carried forward into summer or the next academic year. The Work-Study Award:

Appears on the off-campus referral, letter of clearance, work-study revision, and payroll invoice.

Is subject to revision and may increase or decrease during the course of the academic year. In such event the WSP staff will immediately notify the employing agency by way of the work-study revision form.

Can expire during times of heavy funding usage if students are unable to find employment.

If a student employee does not maintain an active registration status with the university, the WS Unit will immediately notify the employing agency by way of the revision form if the student becomes ineligible to receive Work-Study funding.

## RELATED COST(S)

As a non-profit WSP employer, the agency's out-of-pocket expense will amount to fifty percent (50%) of the gross WSP wage actually earned by the student employee(s) and reflects the:

Matching share of payroll expense, assessed at forty percent (40%) of the gross WSP wage earned

Administrative fee assessed at ten percent (10%) of the gross WSP wage earned. This income partially offsets the program's administrative cost to the university.

UCSB appropriation: the WSP will cover the remaining sixty (60%) of gross earnings.

Once a student employee's gross wage exceeds their Work-Study Award, it is the agency's sole responsibility to cover the earnings at 100%.

# Employment

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## Work-Study Employment Period

The employment period for the Work-Study Program is:  
Confined to the current academic year; specifically defined by begin/end date on letter of clearance

## Hourly Rate of Pay

Federal guidelines require that WSP recipients be paid an hourly rate and the rate:

- Be established by the employing agency
- At or above the appropriate federal or state minimum wage requirements. California's minimum wage will be increasing to \$10.50 per hour effective January 1, 2018 for employers with fewer than 25 employees. Employers with 26 or more employees will be required to pay students at \$11.00 per hour as of January 1, 2018.
- Meet the prevailing rate at which persons with those same:  
Job related skills, abilities, education and/or experience
- Level of responsibility and/or authority are paid in the local area, and
- Without regard to or conditioned upon WSP funding, that is, at a rate at which you would pay a non-WSP student employee.
- If an hourly rate of pay needs to be changed, the agency must notify the Work-Study Unit by providing an updated Work-Study Job Description along with the preferred effective date of when the change will take effect.



## Type of Work Student Employees May and May Not Perform

WSP regulation requires that work performed for an off-campus non-profit agency employer be relevant to the student's academic and/or career goals and that it does not:

- Displace, supplant, or replace workers employed by the agency
- Impair existing contracts for services
- Fill vacant positions created by strikes
- Involve any partisan or non-partisan political activity associated with a candidate or with a contending faction or group in an election for public party office
- Involve employment as a political aide of any elected official
- Involve employment for an elected official who is not responsible for the regular administration of Federal, State, or local government
- Involve any lobbying on the Federal, State or local level
- Include employment for US Department of Education
- Involve the construction, operation, or maintenance of any facility used or to be used for sectarian instruction or religious worship
- Involve religious/sectarian instruction and/or worship
- Depend upon a student's political support or party affiliation as a condition of employment
- Involve work that primarily benefits the members of an organization that has membership limits, such as a credit union, a fraternal or a religious order, or cooperative.

Your agency may wish to offer an internship or practicum, pre-professional or career-related work experience. Regardless of the agency's best intentions, if WSP recipients are involved, certain restrictions apply. For instance, the agency:

- Must pay an hourly wage to all interns performing the same job duties
- May not restrict the internship to WSP recipients only
- Must observe the same restrictions listed above in terms of the type of work or service they perform in the course of the internship
- For every WSP student hired, you must submit a detailed job description.

## Work Performance Standards

Work performance standards for WSP student employees are the same as for other regularly funded employees of your agency.

Your agency is not required to continue employing a student who does not meet acceptable work standards. The WS Unit prefers that the agency provide appropriate warnings, evaluations, and suggestions for improvement prior to termination. This will help foster student development within the workplace and help promote a positive work environment. The WS Unit does acknowledge that particular situation may require an employee's immediate termination. If immediate termination is necessary, the agency must contact the WS Unit in writing so we can update our records.

## Supervisory Responsibilities

Employers must directly supervise and regulate the services and performance of the WSP student employee(s). In addition WSP employers shall provide verbal and written orientation and/or explanations of:

- Scheduled work hours and location of work site
- General working conditions, including safety and emergency procedures, standards of conduct/dress
- Applicable agency policies and procedures
- Job duties and responsibilities (i.e., a copy of the detailed job description), including expected methods and necessary priorities for performance
- Appropriate basic, progressive and/or corrective training
- Avenues of appeal, review and due process, within agency guidelines, to promote a positive working experience
- Brief interruptions in work schedules, such as rest periods within agency guidelines and State law, without denying payment
- Observe the meal period rule of the California Labor Code and instruct the student to:
  - Take unpaid meal period (break) of no less than 30 minutes if/when the student's work period will exceed five continuous hours or more, and
  - Record the meal period on his/her Bi-Weekly WSP time sheet (s) in "time-in, time-out" format.
  - By mutual consent, the student employee and his/her supervisor may waive the meal period rule if the student worked no more than six continuous hours, which would complete his day's work.
- Insure the work environment is free from all forms of harassment, exploitation and intimidation.
- Be as flexible as possible with working hours relative to the student's class and examination schedule.
- Not solicit, accept or permit solicitation of any fee, commission, contribution, or gift as a condition for a student's WSP employment.
- Comply with the Fair Labor Standards Act of 1938, as amended, which prohibits employers from accepting voluntary services from any paid employee. Any student employed under the WSP must be paid for all hours worked.



# Contractual Procedures

Please follow the instructions below to complete the Work-Study Program Agreement packet and return it to the UCSB Office of Financial Aid and Scholarships/Work-Study Program for final processing.

## Work-Study Program Agreement

- Have an authorized agency representative sign the original Work-Study Program Agreement;
- Return the original agreement to the WS Unit; we will return the final, fully executed agreement to you for your agency's records;
- Keep a copy of the job description.

## Detailed Job Description

A detailed job description is required for each WSP student employed. It must detail the work to be performed, as well as the frequency and percent time involved. It may be a photocopy of the employing agency's master detailed job description made specific to the individual student by name, hourly rate, etc.

## Signature Authorization

Complete, sign, and return the Signature Authorization Form to us. Include ALL agency personnel who are authorized to sign agency documents, such as the WSP Agreement, job requests, time sheets, etc. Request additional a Signature Authorization Form from the WS Unit if:

- Your authorized personnel exceed five (5) in number; and/or
- Changes (e.g., deletions, additions) occur in agency personnel who are authorized.

## Advance Payments

For new WSP agency employers, the UCSB Accounting Services and Controls Office requires a minimum advance deposit of \$50.00 to establish an appropriate account for your agency. The advance monies are used to offset your initial student wage, charged to your account, and safeguard against deficits should they occur.

The UCSB Accounting Services and Controls Office will not permit WSP time reporting (hours worked) until an account is established for your agency. If your agency cannot advance the advance payment, please contact our WS Unit immediately.

To submit the advance payment:

Make agency check payable to: "UC Regents"

On the face of your check or on the check stub, include the following information to properly identify the check to University personnel

- Destination: "Attn: Work-Study Program"
- Your agency's UC Account/Fund number (e.g., 627XXX/66YYY) which will appear on the Work-Study Payroll Invoice.



# Job Posting: Handshake

Handshake, hosted by the UCSB Career Services, is the official campus website for jobs, internships, and career resources. It is an exclusive service for the UCSB community. Registered students can access Handshake for jobs and internship searches, while employers can post job openings simply by registering online:

<https://career.sa.ucsb.edu/recruiters>

## To Register

- Click on the Icon to register with Handshake
- Click on the Sing up for an Account link to register your new account information
- You will receive a confirmation email from Handshake that your account is now registered and you will be able to post a position.

The screenshot shows the Handshake website interface. At the top, there are navigation links for Students, Graduate Students, Employers, Parents, Alumni, and Faculty/Staff. The main content area is titled 'Handshake - Post a Position' and includes a search bar, a list of employer-related links, and detailed instructions for posting a job. The instructions mention that users will be asked to provide information about job basics, details, and preferences, and that certain positions like cooperative education and volunteer roles may not be approved.

## To Post A Position

- Log into your Handshake Profile
- Click on “Post a job” on your home dashboard. You will be asked to provide information in regards to the Job Basics, Job Details, and Job Preferences.
- On the left side of the screen, you will be able to add schools. Click the “+” next to “University of California, Santa Barbara” to add UCSB!
- Check “YES” to the Work-Study Indicator selection that will be available once the OFAS informs the Career Service Department that you are an affiliated employer.
- Choose “Create” on the bottom navigation screen to create and review your job.
- Once submitted, the OFAS will review the posting, if approved, students will be able to apply for recruitment.

The screenshot shows the Handshake login and sign-up page. On the left, there is a blue box with the text 'Welcome to Handshake Find jobs better, together.' and a large yellow icon of two people shaking hands. Below this is a link to 'Sign up for an Account'. On the right, there is a white box with the text 'Please Sign In Enter your email address' and a text input field. Below the input field is a blue 'Continue' button. At the bottom of the page, there is a footer with the Handshake logo, the text 'Handshake 2017', and a link for 'Need Help?'.



# WSP Referral & Student Employee Certification

## Referral Procedures

Each WSP job applicant must present a Work-Study Off-Campus Referral to you or other designated agency personnel.

To hire an applicant, your authorized agency representative must review the date on the referral to confirm that it is not stale-dated;

- Complete and sign the referral
- Have the student return to the UCSB Office of Financial Aid and Scholarships with the referral
- Allow the student to begin work after s/he returns to your agency with the Letter of Clearance.

If a referral form is dated before but not presented until January 1st or later to an employer, the student may have already had his/her Work-Study Award revoked. In the event this occurs, the employer must have the student return to the OFAS to obtain an updated referral form. The student may or may not be eligible to receive a new referral form depending on the student's Award status.

## Employment Certification Procedures

Each WSP student employee that you hire and/or re-hire must:

- Return to the UCSB Office of Financial Aid and Scholarships with his/her signed Referral from your agency;
- Meet with the Work-Study Specialist to complete the student's employment processing procedure;
- Receive the Letter of Clearance each academic year.

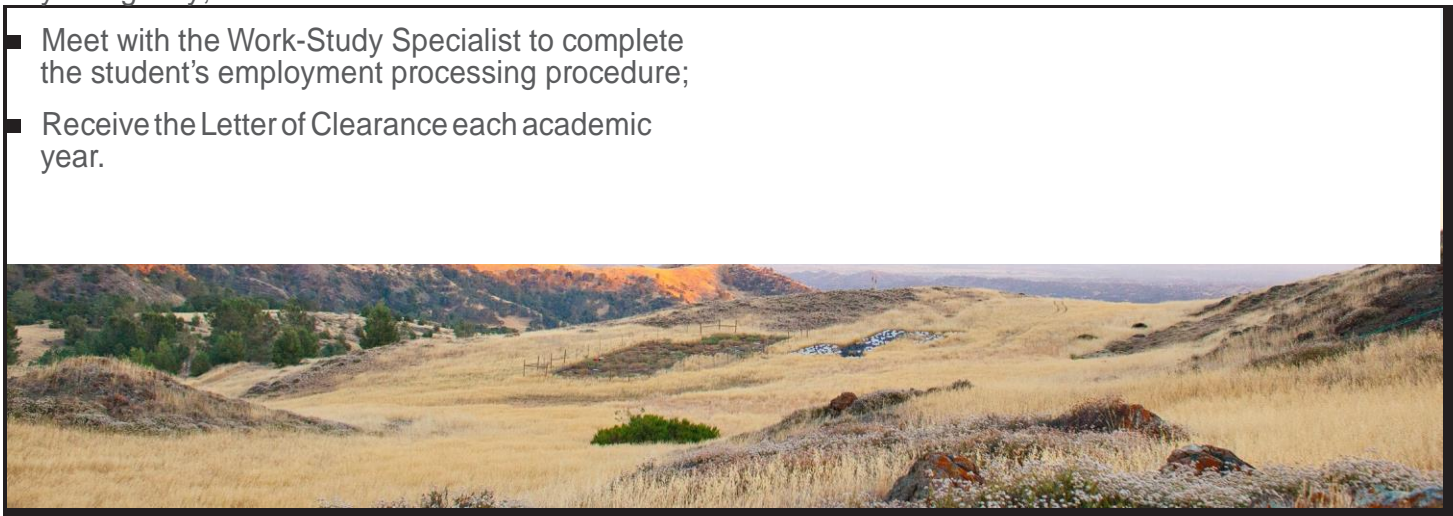
## Letter Of Clearance

The Letter of Clearance authorizes the student to begin work with your agency through the WSP. It also informs your agency of the student's:

- UC registered student status (i.e., undergraduate, graduate)
- Current WSP award
- Maximum allowable work hours (based on the current WSP award)
- Employment begin date and award period

Any hours the student worked outside of the employment and award period are the responsibility of the employing agency at 100%.

- Once a Letter of Clearance has been issued by the Work-Study Specialist, he/she will:
- Add the student to the Work-Study Portal
- Instruct the student employee on how to navigate the Portal
- Review the Time Sheet procedures with the student; and
- Send a follow up email outlining the information discussed at hiring to the student's UCSB Umail account once their hiring paperwork has been completed.



# Payroll Procedures

## Time Sheet Distribution

The Office of Financial Aid and Scholarships Work-Study Program issues time sheets for every WSP student employee. WSP students can download a time sheet from the Work-Study Portal at [www.finaid.ucsb.edu/WorkStudy](http://www.finaid.ucsb.edu/WorkStudy).

## Daily Time Keeping

WSP regulations require each student employee to maintain a daily time-in/time-out record of the hours he or she has worked. Unless otherwise specified, said record is maintained on the student's WSP Time Sheet and on which, the student must:

- Report hours to the nearest quarter hour (e.g., 08:03 a.m. = 08:00 a.m.; 08:26 a.m. = 08:30 a.m.)
- Indicate unpaid meal breaks in "time in, time out" format (e.g., 08:00 a.m. to 12:00 p.m.; 13:00 p.m. to 17:00 p.m.)
- Upload the time sheet to the Portal as instructed by the Work-Study Specialist

As an employer, your agency must supervise and monitor a student's work and time-keeping. Supervisors are required to verify all pending time sheets through the WS Portal by the Tuesday deadline of each bi-weekly pay period. If time sheets are not submitted and verified by the deadline, students will not be paid by the Work-Study Program until the following pay period.

## Payroll Period

The payroll period, as shown on time sheets and the Work-Study Invoice, generally spans a bi-weekly pay period, beginning on Sunday and ending on Saturday. Exemptions may include:

- The student's initial payroll cycle which begins with the student's actual date of hire, as reflected on the Letter of Clearance and initial Time Sheet.
- The June-May Bi-Weekly payroll cycle slightly varies from year to year as the cycle is set by the Human Resource Department at UCSB in accordance with the dates as outlined by the University of California Office of the President (UCOP).



The WS Unit must receive any and all outstanding time sheets by the last WS pay period, as outlined on the Letter of Clearance. Payment of any time not submitted by the last pay period becomes the agency's sole responsibility at 100% cost.

- In the event a physical time sheet is submitted to the WS Unit, the student employee's and supervisor's signature must appear on the time sheet in order for the time to be processed by the Work-Study Unit. Fraudulent reporting of a student's work hours can be cause for cancellation of your agency's WSP participation. According to federal regulations, giving false information could lead to a fine of \$100,000, a prison sentence, or both.

## Permissible Work Hours

The WSP student employee's permissible work hours are governed by his/her UC Student Status as noted on the Letter of Clearance and may also be limited by the gross remaining WSP award:

Undergraduate students may work full-time or maximum of 40 hours per week; however, they are encouraged to work no more than 20 hours per week.

Graduate students may work up to 20 hours per week while classes are in session. During academic quarter breaks or periods when classes are not in session, graduate students may work more than 20 hours per week.

## Remaining And/Or Allowable Work Hours

The remaining or allowable working hours are based on the remaining (unearned) portion of a student's WSP Award and is calculated as follows:

Divide the unearned WSP award by the hourly rate to obtain gross remaining hours and round down fractional hours to the nearest quarter-hour.

### EXAMPLE:

A WSP student employee is awarded \$1500.00 for the 2016-2017 school year. The student is paid \$10.50 per hour and worked 12.25 hours during the Bi-Weekly pay cycle.

**Gross Earnings for pay period** =  $\$10.50 \times 12.25 = \$128.63$

Remaining WSP Award =  $\$1500.00 - \$128.63 = \$1371.37$

Remaining (Allowable) Work Hours =  $\$1371.37 / \$10.50 = 130.61$  hrs

Must round down the remaining work hours to 130.50 hrs to stay within the WSP award budget.



# Worker's Compensation

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The employing agency must pay all employer contributions due under state or local workers' compensation laws or under other applicable laws for every WSP student employee. Upon request, the employing agency must provide verification of its workers' compensation coverage.

During work-place orientation, the employing agency shall alert WSP student employees to the proper procedure(s) or action(s) to take should an injury or accident occur on the job.

## Work-Study Employee Benefits

WSP student employees are compensated only for the hours they actually work. By federal regulation, WSP funds may not pay for time-based benefits, such as vacation, sick leave or holidays. Benefits granted or paid to your WSP student employee(s) is your agency's sole responsibility at one hundred percent (100%) cost.

# Refund of Agency Funds

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To request a refund of agency funds on deposit with the university, please submit your request in writing on agency letterhead. Actual processing time may take up to six weeks from the date the request is received by our office.

# Record Keeping

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Your agency must maintain original and/or copies of the following documents with auditable records for at least the standard 5-year period following the separation of your WSP student employees:

- Letters of Clearance
- Time Sheets verified within the Work-Study Portal
- Agency Work-Study Invoices
- Work-Study Revisions
- Job Requests
- Detailed Job Descriptions
- Work-Study Program Agreement(s)
- Signature Authorization(s)
- Student Employee Performance Evaluation(s) (optional)

# Work-Study Invoice

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The Work-Study Invoice is a statement of the hiring agency's account summary and payroll details related to the WSP that occurred within a bi-weekly payroll period. It will reflect the outstanding previous balance, payments received, the current payroll amount, and final total amount. **To ensure an over payment does not occur, the agency should only pay the amount listed as the Current Payroll Amount.**

## Invoice Guidelines

The WS Unit will send a PDF version of the Work-Study Invoice to the appropriate WS representative for your agency two weeks after the end of a pay period. Once the invoice been sent via email, the employing agency has been officially notified of payment due to the university.

Your agency is responsible for the accuracy of the WS Invoice. Please contact the UCSB Office of Financial Aid and Scholarships Work-Study personnel immediately to reconcile discrepancies.

The University will issue a revised invoice should an error (subsequently reported and reconciled) appears or if delayed account activity occurs.

## Definitions And Explanations

The following definitions and explanations are intended to assist employers in understanding the detail and summary items displayed on the INVOICE:

### ***Approximate WorkHours Remaining***

The student has sufficient award funds to cover only these allowable work hours. Payment of hours worked in excess of these hours become the employer's sole responsibility at one-hundred percent (100%) cost.

### ***Work-Study Funds Remaining***

The amount of the student's current award that remains to be earned.

### ***Current Award***

The student employee's WSP Award, or portion thereof, committed to your agency as of the payroll period defined on the INVOICE.

### ***Year-To-Date Earnings***

Gross Hours actually reported to the UCSB payroll system multiplied by the student's hourly rate.

### ***Previous Balance***

Carry forward balance amount of each previous INVOICE.

### ***Payments Received***

Total amount of payments received during the pay period in which the INVOICE was generated.

### ***Current Payroll Amount***

The total out of the Agency's out-of-pocket expense for the pay period for all student employees listed on the INVOICE.

### ***Total Amount Due***

The final total of the invoice [(previous balance – payments received) + Current Payroll Amount]

## Agency Cost Defined

By contractual agreement, your agency must advance, pay or reimburse the University for WSP-related costs which amount to fifty percent (50%) of gross Work-Study wage paid to each of your agency's WSP student employees. This cost represents:

Matching Share: 40% of gross WSP wage paid as its share of payroll expense; and

Administrative Fee: 10% of gross WSP wage paid as administrative fees.

### EXAMPLE:

A WSP student employee has earned up to \$1000.00 in gross wages under the WSP for the 2016-2017 year.

Matching Share of payroll expense:  $\$1000.00 \times 40\% = \$400.00$

Administrative Fee:  $\$1000.00 \times 10\% = \$100.00$

The total expenses for the employing agency would be \$500.00 or 50% of the student's gross wage.

## Payment Procedures

To meet this financial obligation, your agency must: UC Regents in the amount of the Current Payroll Amount listed on the Invoice;

Ensure your agency's UC Account/Fund Number (ex: 627XXX/66YYY) is listed on the check;

Include the appropriate invoice with your payment.

Please mail the payment to:

Work-Study Program  
Office of Financial Aid and Scholarships  
SAASB 2101  
University of California  
Santa Barbara, CA 93106-3180





# Contact Us

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