

# OFFICE OF FINANCIAL AID AND SCHOLARSHIPS

SANTA BARBARA, CA 93106-3180 TELEPHONE (805) 893-2432  
SCHOOL CODE #001320

## 2016-2017 WORK-STUDY PROGRAM HANDBOOK FOR ON-CAMPUS EMPLOYERS



## **WORK-STUDY PROGRAMS AT THE UNIVERSITY OF CALIFORNIA, SANTA BARBARA**

The Work-Study Program at UCSB includes the **WORK STUDY PROGRAM (WSP)** for U.S. citizens and permanent residents and the **PRESIDENT'S WORK-STUDY (PWS) PROGRAM** for international students. Work-Study is also available for students who filed the DREAM Act Application and obtained a Social Security Number after the U.S. Citizenship and Immigration Services (USCIS) granted them **Deferred Action Status** and received an Employment Authorization Card.

### **THE PURPOSE OF THE WORK-STUDY PROGRAM**

The **WORK-STUDY PROGRAM** is intended to stimulate and promote part-time employment for students who are in need of earnings while pursuing a course of study at an institution of higher education. The federal government allocates funds annually to the UCSB Office of Financial Aid and Scholarships for this purpose.

Through the Work-Study Program, students engage in work for the University, governmental agencies, or for public and private non-profit agencies as defined by the Internal Revenue Service. The program may also assist students with the opportunity to work with for-profit agencies that directly support the student's educational goals. Students employed through the Work-Study Program not only provide essential services to the University and to the community, but also have the opportunity to secure positions, which may relate to their educational objectives, that enable the students to gain valuable work experience.

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**PROGRAM BENEFITS FOR EMPLOYERS:**

The prominent benefit for UCSB on-campus Work-Study employers is the cost savings of student wages. The **WORK-STUDY PROGRAM (WSP)** absorbs 60% of the gross wage expense while departmental employers are responsible for 40% of the student employee's gross wage, plus a 10% administrative fee (surcharge).

**PROGRAM BENEFITS FOR STUDENTS:**

WSP allocation is available to registered U.C. undergraduate and graduate students. Recipients can be employed while attending school to pay for educational expenses and thereby, limit the need for student loans. Wages earned through the WSP are subject to California State and Federal Income Tax deductions and Federal Insurance Contributions Act (**FICA**) exemptions. Gross earnings will be subtracted from total family income on the Free Application for Federal Student Aid (**FAFSA**) and DREAM Act Application when students apply for the next academic year.

**FIRST-COME-FIRST-SERVE POLICY:**

The **FIRST-COME-FIRST-SERVE** policy serves to extend the availability of WSP funding throughout the current academic year for qualifying students. WSP funds are committed on a first-come-first-serve basis and continue to be so until general WSP funds are exhausted.

**AWARD PERIOD:**

The WSP allocation is restricted to the current academic year, and does not extend into the summer term. The first day to access **WSP REFERRALS** for the 2015-2016 academic year is **September 14th, 2015**, while the last day to work is **June 4<sup>th</sup>, 2015**.

**ALLOCATION:**

The **WSP ALLOCATION** represents the **MAXIMUM GROSS WAGE** the student employee may earn through WSP employment. It may be allocated to more than one employer during the course of the award period. The WSP allocation may be revised by the Office of Financial Aid and Scholarships in response to changes in the recipient's Financial Aid Award Letter (**FAAL**).

**ELIGIBILITY:**

The Office of Financial Aid and Scholarships (**OFAS**) determines UCSB students' financial need and eligibility for WSP funds. To be considered for WSP funding, students must complete the **FAFSA** or **DREAM Act Application** by **MARCH 2<sup>nd</sup>** of every calendar year for the

upcoming academic year. Students may be awarded Work-Study as part of their **FINANCIAL AID AWARD** package. For students who were not initially offered Work-Study and are interested, they may contact our office to be placed on the waitlist.

**WORK-STUDY POSITIONS:**

To the maximum extent possible, Work-Study positions must complement and reinforce a student's academic and/or career goals and serve public interest. When possible, the position shall involve the recipient in community service-related activities and work experiences, such as: health care, child care, literacy training, education, welfare and social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, and rural and community development.

Employers may hire students as paid interns as long as WSP is not a requirement for employment, interns are paid regardless of the funding source, and the pay basis is by hour and never by stipend or by agreement.

**STUDENT EMPLOYEES SHALL NOT:**

- A. Displace, supplant or replace employed workers;
- B. Impair existing contracts for services;
- C. Fill jobs that are vacant because the employer's regular employees are on strike;
- D. Involve any partisan or non-partisan political activity associated with a candidate, or with a contending faction or group in an election for public office;
- E. Involve employment as a political aide for any elected official;
- F. Involve employment for an elected official who is **not** responsible for the regular administration of Federal, State, or local government;
- G. Involve any lobbying on the Federal or State level;
- H. Include employment for the U.S. Department of Education;
- I. Involve the construction, operation, or maintenance of any facility used or to be used for sectarian instruction or religious worship; or
- J. Depend upon a student's political support or party affiliation as a condition of employment.

**NOTE:**

An unpaid internship or practicum that is required for a degree does not qualify for Work-Study.

Permissible on-campus Work-Study positions include:

- **ACADEMIC**  
Teaching Assistant, Teaching Associate, Graduate Student Researcher, Tutor, Reader;
- **NON-ACADEMIC (Staff)**  
Within the Student Assistant I-IV Series

## JOB BOARD – GAUCHOLINK:

GAUCHOLINK is available to employers for posting job openings and the search engine is hosted by UCSB Career Services. Employers may select the “Work-Study” option to limit job applicants to WSP recipients. Note that all student users are able to view both Work-Study and non Work-Study job postings on GauchoLink.

To post job openings:

- Visit <http://career.sa.ucsb.edu/employers> and click on “**POST A POSITION**”;
- Register for a new account if you do not have one by following the instruction provided on the website;
- Log in using your username and password;
- Click “**CREATE JOB POSTING**” under “Shortcuts” on the right side of your screen;
- Be sure to select position type: “**WORK-STUDY**” and inform the job applicant to bring the **WORK-STUDY REFERRAL** form (Exhibit A OR B) to the interview.

The Work-Study Unit will review all Work-Study job postings to verify the positions are within WSP guidelines.

### REMINDER:

Inform the job applicant to bring their **WORK-STUDY REFERRAL** (Exhibit A OR B) to the interview.

## COSTS AND SAVINGS:

### WSP Program Share:

The WSP program absorbs **60% of the WSP student employee’s GROSS WAGES**.

### Employer Share:

As an on-campus employer, the cost of wages will amount to **50% of the WSP student employee’s GROSS WAGE**, which reflects:

- The departmental **CORRESPONDING SHARE: 40%** of the gross wages;
- ADMINISTRATIVE FEE/SURCHARGE:** assessed at **10%** of the gross wages, which partially offsets the Program’s administrative cost to the University.

In addition, gross wages in excess of the student’s initial and/or revised WSP allocation is the employer’s sole responsibility at **100%** cost, including any benefits associated with these earnings.

### EXAMPLE:

The student employee has performed 10 hours of work at the rate of \$10.00 per hour.

**Gross Wages**  
= \$10.00 x 10 hours = \$100.00

**WSP Program absorbs 60% gross wages**  
= \$100.00 x 60% = \$60.00

**Department responsible for 40% of gross wages**  
= \$100.00 x 40% = \$40.00

**Administrative fee is 10% of gross wages**  
= \$100.00 x 10% = \$10.00

**TOTAL COST FOR THE DEPARTMENT**  
= \$40.00 + \$10.00 = \$50.00

## EQUITABLE RATE OF PAY:

Employers should determine the equitable rate of pay without regard to or conditioned upon WSP funds. In other words WSP employees must be paid for all hours worked regardless of funding source and be compensated in consideration of:

- Tasks performed and level of responsibility involved;
- Skills needed to perform the job; and
- Employee proficiency.

Conditioning rate of pay on the basis of WSP funds directly violates federal regulations and provides due cause to immediately terminate the employer’s participation in the WSP Program.

### NOTE:

Please refer to the Human Resources Department and the Academic Personnel Office for proper classification and compensation of student employees.

## TYPES OF PAY:

Employers may hire through the WSP Program on the following pay basis:

### A. HOURLY:

Undergraduate and Graduate Readers, Tutors, or Student Assistants; Staff personnel policy requires Student Assistants to receive an hourly wage within the hourly range for each step/level of the Student Assistant Series. The hourly wage must be the higher of the state of California’s minimum wage or the Federal minimum wage.

**B. MONTHLY:**

Graduate students whose percent time is:

- (1) **VARIABLE** (Graduate Student Researchers); or
- (2) **FIXED** (Teaching Assistants, Associates and/or Graduate Student Researchers);

Federal regulation does **not** permit the use of WSP funds to pay the student employee:

- A. A stipend (example, \$300 for an internship to last for 2 months);
- B. By agreement (example, \$25.00 per story, per research project);
- C. To work as a volunteer or without salary for any hours in excess of the WSP allocation;
- D. While employed as UC faculty or casual/career staff.

**NOTE: OVERTIME**

- May be paid through WSP funds;
- May be paid for students employed in the Student Assistant Series who worked more than forty hours per week;
- Must be paid at the premium overtime rate of one and one-half times the recipient's straight-time hourly rate (Personnel Policies for Staff Members 32C).

**WORK-STUDY PERFORMANCE STANDARDS:**

Work performance standards for WSP student employees are the same as for all other regularly funded employees. The employer is not required to continue employment for a student who does not meet acceptable work performance standards.

The **OFAS WORK-STUDY UNIT** prefers that you provide appropriate warnings, evaluations, and suggestions for improvement to assist students in their work experience. However, we understand there may be circumstances when an employee's immediate termination is necessary, in which case please provide a brief explanatory memo for our records.

**WORK-STUDY EMPLOYER RESPONSIBILITIES:****Supervisory Responsibilities:**

Employers must directly supervise and regulate the services and performance of the student employees. Furthermore, employers shall provide verbal and written orientation and/or explanations of:

- A. Scheduled work hours and location of work site;
- B. General working conditions, including safety and emergency procedures, standards of conduct/dress;

- C. Applicable Departmental and/or University policies and procedures;
- D. Job duties and responsibilities (i.e., a copy of the **WORK-STUDY DETAILED JOB DESCRIPTION**), including expected methods and necessary priorities for performance;
- E. Avenues of appeal, review and due process, within University guidelines, to promote a positive working experience.

**Workplace Responsibilities:**

Employers shall provide the following:

- A. Appropriate basic, progressive and/or corrective training;
- B. Ensure the work environment is free from all forms of harassment, exploitation and intimidation;
- C. Be flexible with work hours relative to the student's class and examination schedule;
- D. Ensure the student employee is not concurrently paid as a UC faculty or casual/career staff;
- E. Not solicit, accept or permit solicitation of any fee, commission, contribution, or gift as a condition for a student's WSP employment;
- F. Not permit garnishment of Work-Study wages, and in such event contact the Director of the Office of Financial Aid and Scholarships immediately; and
- G. Provide periodic oral and annual written evaluations.

**WSP PROGRAM RESPONSIBILITIES:**

Employers must complete all hiring procedures as governed by the Federal, State, University, and OFAS regulations.

Before WSP recipients begin employment, employers must obtain the **WORK-STUDY REFERRAL** form (Exhibit A OR B) from the student employee, complete the bottom portion and return the form to the Work-Study Unit.

Employers shall comply with the following:

- A. Immediately terminate WSP employment should the student be placed on financial aid suspension; lapse, withdraw, cancel enrollment, or drop to less than half-time status;
- B. Prohibit, unless otherwise approved, the employment of a recipient who would:
  1. Supervise a near relative;
  2. Have the same immediate supervisor as a near relative;
  3. Have a close relationship with a near relative;

- C. Provide every WSP student employee with a **WORK-STUDY TIME SHEET or its equivalent**, on which to record the date and hours worked (in time sequence), the recipient's signature, and the supervisor's signature;
- D. For Departments that use Kronos, please refer to the Work-Study Section in the Kronos Manual pg. 53 <http://www.ets.ucsb.edu/files/docs/TimekeeperManual6.3.pdf>
- E. Insure all work hours are paid as stipulated in State and Federal law and UC policy;
- F. Report only the hours and/or percentage of hours actually worked;
- G. Must not charge time-based benefits (e.g., vacation, sick leave, holiday pay) to WSP funds;
- H. Pay all employer costs associated with the employee's gross WSP wages, which include the employer's **CORRESPONDING SHARE** of the wages, administrative fee/surcharge, contributions toward Worker's Compensation, and when applicable, any required contributions to Medicare and Unemployment Insurance;
- I. Be 100% responsible for wages earned in excess of the student employee's WSP allocation;
- J. Use **LATE PAY/REDUCTION IN TIME (LX/RX)** transactions to make all WSP time reporting adjustments;
- K. Complete all WSP payroll transactions and adjustments as follows: Students paid on the Biweekly (BW) and on the Monthly (MO) schedule must have all transactions and adjustments completed after the June MO Compute.
- These deadlines are subject to change and will be communicated to departments via the PPS Listserve by the Office of Financial Aid and Scholarships.
- L. Maintain employment and payroll records, as governed by UC policy, for no less than the standard five year period following separation, including the **DETAILED JOB DESCRIPTION, WORK-STUDY REFERRAL, REVISION LETTERS**, and **WSP TIME SHEETS**.
- A. Allow brief interruptions in work schedules, such as rest periods permitted by UC regulation and State law, without denying payment. Personnel Policies for Staff Members 31B2 applies to employees hired in the Student Asst. I-IV Series as non-exempt, part-time employees. The Student Assistant "may be granted one 15-minute rest period for each work period of 3 continuous hours or more, not to exceed two rest periods per day. Such rest periods shall be considered as time worked;"
- B. Observe the meal period rule under Personnel Policies for Staff Members 31B1 and instruct the student to:
1. Take *unpaid* meal period (break) of no less than 30 minutes, if/when the student's work period will exceed 6 (continuous) hours or more, and
  2. Record the meal period on his/her **BI-WEEKLY WSP TIME SHEET(S) or its equivalent** in "time-in, time-out" format;
- C. 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 through the WSP Program must be paid for all hours worked;
- D. Insure no recipient is denied work or subjected to different treatment on the grounds of race (including racial harassment), color, religion, marital status, national origin, ancestry, gender (including sexual harassment), sexual orientation, physical or mental disability, medical condition (cancer-related, as defined in Section 12926 of the **CALIFORNIA GOVERNMENT CODE**), status as a Vietnam-era veteran or special disabled veteran, or, within the limits imposed by law or University regulations, because of age or citizenship;
- E. Further agree to comply with the provisions of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and the Regulations of the Department of Education which implements those Acts.

**NOTE:**

- The **WORK-STUDY REFERRAL** must be renewed **each** academic year.
- Federal regulation requires employers to be prepared to verify that student employees actually performed the work reported and were compensated for their services.

**OTHER UNIVERSITY AND STATE REGULATIONS:**

Employers must comply with other University and State regulations, which include:

**HIRING PROCESS:****Job Applicant:**

The job applicant must obtain a **WORK-STUDY REFERRAL [Exhibit A OR B]** and present it to the employer. The **REFERRAL** authorizes the job applicant's WSP allocation and the earliest begin date.

Students who are offered Work-Study can access the **REFERRAL** by logging in to their **MY AID STATUS** account and selecting Tab 4 or by visiting the Office of Financial Aid and Scholarships (OFAS). Personal privacy restrictions

prohibit OFAS staff from releasing a **REFERRAL** to anyone other than the recipient.

#### Employer:

The employer must complete and sign the **REFERRAL**, as well as complete the hiring process via PPS in accordance with the referral's instructions. Immediately after the **REFERRAL** has been processed by the department, it is to be sent directly to the Work-Study Unit so the 60/40 split can be processed correctly in PPS.

#### Work-Study Unit:

Upon receipt of the signed **REFERRAL** from the hiring department, the Work-Study Unit will review the **REFERRAL** and the employment information the department entered into PPS for completion and accuracy. Then, the Unit will input the **WORK-STUDY LIMIT [Exhibit D]** in PPS. The Unit will also monitor transactions, and correct errors related to administrative fees (surcharges). Again, it is important to understand that the department/Work-Study gross wage split will not occur until the Work-Study Unit receives and processes the signed **REFERRAL** from the department. If the signed **REFERRAL** is not received by the Work-Study Unit, the department will be charged 100% of the Work-Study student's wages until it is received.

When the **WORK-STUDY LIMIT** reaches the maximum allocation, all wages charged thereafter will be the employer's responsibility at 100% cost, at which point administrative fees/surcharge will not be assessed since the WSP funds are not applied.

#### NOTE:

- Student wages will be charged 100% to the employer until the **WORK-STUDY LIMIT** is entered into PPS by the Work-Study Unit.
- The WSP allocation may be revised due to various reasons, such as changes in the student's employment status, registration status, funding source...etc.

#### SETTING WORK-STUDY APPOINTMENTS IN PPS:

Follow the guidelines listed on the **REFERRAL [Exhibit A OR B]** regarding UC Student Status, Appointment Line, and Distribution Line. When creating **APPOINTMENTS** and **DISTRIBUTIONS [Exhibit C]**:

- Never extend the dates in the distribution line from the previous award period;
- Never use an account that begins with "8";
- Never use fund numbers, 19971, 19975, 23495, 23497, or 23499;
- Never charge benefits to Work-Study distribution; if necessary, create a second distribution to charge sick leave;
- Never begin the Work-Study distribution line before the **REFERRAL** date;
- Never extend the Work-Study distribution line past the end date on the **REFERRAL**.

If the employment begins prior to the **REFERRAL DATE**, create a separate **DISTRIBUTION LINE** to charge all hours worked before the referral date to the department.

#### WORK-STUDY CODE:

The Work-Study Code distinguishes the program category, award period, type of employer, and type of work experience. The code also determines the percentage of wages covered by WSP funds.

#### ON-CAMPUS WORK-STUDY CODES:

- A = America Reads, hosted by Associated Students
- C = Community Service, currently limited to positions in Arts and Lectures, the Art Museum, and the Library
- D = Work-Study for students with Deferred Action Status
- F = Work-Study for Undergraduate students
- W = Work-Study for Graduate students

#### REVISIONS AND REDISTRIBUTIONS:

When the WSP allocation needs to be revised or redistributed, the Work-Study Unit may contact the employer to obtain information for gross wages earned as of the last pay cycle. This information is used to determine the new WSP allocation and limit. The Work-Study Unit will enter the adjustments to the limit in PPS and notify employers through the: **WORK-STUDY AWARD REVISION / REDISTRIBUTION NOTIFICATION FORM [Exhibit C]**.



**[Exhibit A] Work-Study Referral Form**

UNIVERSITY OF CALIFORNIA, SANTA BARBARA  
**OFFICE OF FINANCIAL AID AND SCHOLARSHIPS**  
 2101 SAASB, SANTA BARBARA, CA 93106-3180 TELEPHONE (805) 893-2067

**WORK-STUDY PROGRAM**  
**2016-2017 ON-CAMPUS REFERRAL**

REFERRAL DATE:

STUDENT'S NAME:

PERM NUMBER:

THIS AWARD REFLECTS:

The maximum allowable gross Work-Study wages.

WORK-STUDY AWARD: \$

The combined Departmental AND the Work-Study Shares.

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

**INSTRUCTIONS TO EMPLOYER:**

- Review the **2016-2017 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:  
[http://www.finaid.ucsb.edu/Media/WorkStudy/Handbook\\_OnCampus.pdf](http://www.finaid.ucsb.edu/Media/WorkStudy/Handbook_OnCampus.pdf)

- Update this student's 2016-2017 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 20092, 20093, 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", "E", or "W" (Please see handbook for description).

- Complete the section below. Include the **Dept. Code** and **Dist. Number** from the student's WSP Dist. Line in PPS.

Employee ID: _____	Dept. Code: _____
Dept. LAFS Number: _____	Dist. No.: _____
Start Date: _____ (Referral date or later)	End Date: <u>June 3, 2017 or before</u>
PPS Preparer's Name: _____	Phone Ext.: _____
Authorized Signature*: _____	E-Mail Address: _____
Print Name: _____	Date: _____

\*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 WSP Office use 1.  Set WS Limit in PPS 2.  Enter employment information in WAVE

**[Exhibit B] Work-Study Referral Form For Student With Deferred Action Status**

UNIVERSITY OF CALIFORNIA, SANTA BARBARA  
**OFFICE OF FINANCIAL AID AND SCHOLARSHIPS**  
 2101 SAASB, SANTA BARBARA, CA 93106-3180 TELEPHONE (805) 893-2067

**WORK-STUDY PROGRAM**  
**ON-CAMPUS REFERRAL FOR STUDENTS WITH DEFERRED ACTION STATUS**  
**ACADEMIC YEAR 2016-2017**

REFERRAL DATE:

STUDENT'S NAME:

PERM NUMBER:

**THIS AWARD REFLECTS:**

The maximum allowable gross Work-Study wages.

WORK-STUDY AWARD:     \$

The combined Departmental AND the Work-Study Shares.

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

**INSTRUCTIONS TO EMPLOYER:**

- Review the **2016-2017 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:  
[http://www.finaid.ucsb.edu/Media/WorkStudy/Handbook\\_OnCampus.pdf](http://www.finaid.ucsb.edu/Media/WorkStudy/Handbook_OnCampus.pdf)

- Update this student's 2016-2017 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 20092, 20093, 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 "D" and "R" (Please see handbook for description).

- Complete the section below. Include the **Dept. Code** and **Dist. Number** from the student's WSP Dist. Line in PPS.

Employee ID: _____	Dept. Code: _____
Dept. LAFS Number: _____	Dist. No.: _____
Start Date: _____ (Referral date or later)	End Date: <u>June 3, 2017 or Before</u>
PPS Preparer's Name: _____	Phone Ext.: _____
Authorized Signature*: _____	E-Mail Address: _____
Print Name: _____	Date: _____

\*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 WSP Office use   1.  Set WS Limit in PPS   2.  Enter employment information in WAVE

[Exhibit C] Appointment & Distribution Lines in PPS- IAPP Screen

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PPIAPP1-I1821                SB EDB Inquiry                02/20/13 14:13:02
02/07/13 20:57:43          Appointment/Distribution          Userid: SBFINA
ID:                          Name:
Hm Dept: AASC      ARTS ADMIN      Emplmt Status: A Pri Pay: BW      Page 4 of 4
Gen No : 0003                Total Appt/Dis: 04/05 Remaining Appt/Dis: 00/00
LOA:                          Type:      Reduc:      SLCG:
Appt: 40 TC: 4921 STDT AST 2      Grade:      Pgm/Typ: 1/4
  Begin Dt: 01/20/13 Ann/Hr Rt : 9.5000 %: 0.25 F/V: V      Rt : H
  End Dt  : 06/07/13 Bas/Pd Ovr: 00/00      FLSA: NONEXEMPT Lv : F Sched: BW
  Dur      :      Dept Cd   : AASC      TUC/AREP/ASHC: 99/U/      Time : Z

Dis: 41 L/A/C/F/P/S      8 434101      19941      2      ARTS ADMIN SUPPORT CENTE
  Begin: 01/20/13 Dis %: 0.2500 Rate/Amt: 9.5000 Step/OA:      DOS: REG
  End  : 06/07/13 FTE: 0.00 Dept Cd: AASC      PRQ:      DUC:      WSP: F

Dis:      L/A/C/F/P/S
  Begin:      Dis %:      Rate/Amt:      Step/OA:      DOS:
  End  :      FTE:      Dept Cd:      PRQ:      DUC:      WSP:
Next Func:  ID:      Name:      SSN:

====>
F: 1-Help      2-Browse      3-PrevMenu  4-Print
F: 7-Backward      9-MainMenu      12-Exit

TI  >> 0 20,13
    
```

[Exhibit D] Work-Study Limit in PPs – IFNW Screen

The IFNW screen displays the gross Work-Study earnings as of the date the hiring process was complete. Work-Study wages will not disperse and the employer will be charged 100% of gross wages when:

- The **WSP** code has not been entered;
- The **Work-Study Limit** has not been entered or has reached maximum;
- The **Department Code** on the distribution line does not match the **IFNW** screen.

```

PRIFNW1-I1678                SB EDB Inquiry                02/20/13 14:23:21
02/07/13 21:01:32          Work Study                Userid: SBFINA
ID:                          Name:
Hm Dept: ADMS      ADMISSIONS OFC      Emplmt Status: A Pri Pay: BW

  FY      WSP      Dept      ---- Current ----      ----- Prior -----      FYTD WSP
  ----      ----      ----      Limit      As Of      Limit      As Of      Gross
  ----      ----      ----      ----      ----      ----      ----      ----
  1213      F      ADMS      02000      12/14/12      -----      -----      780.00
    
```

- FY: Fiscal Year
- WSP: Work-Study Code
- DEPT: Department Code (employer's department)
- CURRENT LIMIT: Award or portion of award assigned to employer
- PRIOR LIMIT: Award or portion of award previously assigned to employer
- AS OF: Date the award limit was set or updated
- FYTD WSP GROSS: Gross Work-Study wages paid-to-date

[Exhibit E] Work-Study Award Revision/Redistribution Notification

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  
AWARD REVISION/REDISTRIBUTION NOTIFICATION

ACADEMIC YEAR 2016-2017

TO: [Employing Department]  
ATTN: [Department Contact]

RE: [Student Name]  
PERM: [xxxxxx]

We have revised and/or redistributed this student's Work-Study award. The new award amount committed to your department for this academic year is:

[\$X,XXX.XX]

This revision is effective immediately.

We have also revised this student's WSP limit in PPS. Please be aware that earnings in excess of this revised award become your department's sole responsibility at one hundred percent (100%) cost.

If you have any questions or concerns regarding this revision, please contact the Work-Study Program Unit at: 893-2067 or email: [FinAidWSP@sa.ucsb.edu](mailto:FinAidWSP@sa.ucsb.edu).

(Only if this box is checked) This letter serves as notice that the student named above is no longer participating in the Work-Study Program and must discontinue reporting hours under the Work-Study Program. The student cannot report any new hours exceeding the newly revised Work-Study Award as shown above. It is currently not known whether the student will resume participation in the Work-Study Program in future quarters.

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR WORK-STUDY OFFICE USE ONLY:**

- Set WSP Limit in PPS
- Enter Employment Information into WAVE
- Mailed to On-Campus Department

**DAILY TIME KEEPING:**

Daily time keeping is required for student employees with pay basis of hourly or variable time. Regulation dictates the **WORK-STUDY TIME SHEET** include the following information:

- A. Department Name;
- B. Employee name;
- C. Employee ID Number;
- D. Pay Period Begin and End dates;
- E. Pay Rate;
- F. Time actually worked as "time in and "time out";
- G. Fractions of hours rounded to the nearest quarter-hour;
- H. Total hours or summary percentage time worked for the pay period;
- I. Gross pay due;
- J. Timecard Due Date;
- K. Pay Date;
- L. Employee's Signature;
- M. Supervisor's signature with the following statement:  
*"I hereby certify that this is a true statement of hours worked and that the work was performed in a satisfactory manner."*
- N. Supervisors must ensure advanced payment or estimates do not occur.
- O. Employers must maintain original **WSP TIME SHEETS** with payroll and personnel records for an auditable five year period following the employee's date of termination or separation;
- P. WSP student employees receive paychecks in the same manner as all other UCSB student employees.

**NOTE:**

Fraudulent reporting of time on Work-Study funds can be cause for cancellation of a student's financial aid and can lead to \$100,000 fine, prison sentence, or both as per Federal regulation.

**TRACKING ALLOCATIONS:**

WSP allocations will appear as the recipient's **LIMIT** on the **IFNW** screen in **PPS**.

Employers are encouraged to keep track of WSP hours. Keeping track of hours will alert employers as to when the allocation nears its limit or if errors have occurred in payroll processing.

A departmental report is also available via EZ Access. The 'Work-Study' report shows your Work-Study students' remaining allocations. It is accessed through UCSB's Data Warehouse <http://wh.isc.ucsb.edu/>. Click on the EZ Access button and log in. Click on 'Employee'

to expand the report options. Then, click on 'Work Study'. This should generate a report for the department to which your PPS authorization is assigned. If the report is inaccessible, please request access through the 'account admin logon' page, also accessible via UCSB's Data Warehouse page.

It is suggested that employers maintain a roster to reflect student employees' current allocation, current rate of pay, total hours available, gross wages earned, and gross wages remaining.

It is also suggested that employers:

- A. Verify the correct percentage is paid on the **IERN** screen in **PPS**;
- B. Confirm the employee's award and gross wage activity on the **IFNW** screen;
- C. Review the **DEPARTMENTAL PAYROLL EXPENSE DISTRIBUTION** ledgers on a monthly basis for WSP allocation and administrative fees/surcharges.

**PAYMENT VERIFICATION:**

To determine if employee wages were paid by Work-Study funds (19971, 19975, 23495, 23497, or 23499) and percentage of payment, departments can access the **IERN** PPS screen [**EXHIBIT D**] for verification.

If Work-Study funds did not pay employee wages, check the distribution line for **WORK-STUDY CODE** and access the **IFNW** PPS screen to verify:

- A. Work-Study award limit;
- B. Department code matches the distribution line;
- C. "As of" date must be prior to the end of the payroll cycle.

If the Work-Study limit is not on the **IFNW** screen, the OFAS did not receive the **WORK-STUDY REFERRAL**. Once the **REFERRAL** is received, the OFAS will proceed with the process and the department (employer) may submit **LATE PAY/REDUCTION IN TIME (LX/RX)** transactions to regain wages that fall within the appropriate referral date limitations.

**NOTE:**

Work-Study funds pay:

- 60% of gross wages for on-campus employees; and
- 100% of gross wages for **AMERICA READS** employees.

**[Exhibit F] Payment Verification in PPS – IERN Screen**

```

PPIERN0-I1642                SB PAR Inquiry                10/19/12
                               Earnings Distributions          Userid: SBFINA09
Pay Cycle: MO  Processed In: 01/31/11  Check Date: 02/01/11
   ID:                Name:
   Hm Dept: ENGL      ENGLISH DEPT                Disp: 8  Emplmt Status: A
   Check No:          Type: CUR-ACTIVITY           PAR Control No: 037

001 TC: AU FAU: 8-          -23497-          -0  Title: 2310  Gross:    1109.14
   Rate:    3697.11  Time H: 50.40  Time %: .3000  Period: 01/31/11-M- -F-N
   ERC: E  Typ: 5  TUC: BX  SHC:    DUC:    Cov: C  Ret: 0  DOS: REG

002 TC: AU FAU: 8-          -19900-          -0  Title: 2310  Gross:    739.42
   Rate:    3697.11  Time H: 33.60  Time %: .2000  Period: 01/31/11-M- -F-N
   ERC: E  Typ: 5  TUC: BX  SHC:    DUC:    Cov: C  Ret: 0  DOS: REG

```

WSP portion (60%): \$1,109.14  
Employer matching share (40%): \$739.42  
Employee gross earnings: \$1,848.56

**MAKING PAYROLL PROCEDURES CORRECTIONS ON PPS:****Making Corrections:**

**LATE PAY/REDUCTION IN TIME (LX/RX)** transactions are the only way to correct Work-Study wages and can accurately credit/debit Work-Study earnings and administrative fees/surcharges. Do not use UPAY process to correct Work-Study wages.

**Reverse Wage (RX) that Have Split:**

Add the **WORK-STUDY CODE** to the WSP field on the **RX** transaction. This action will reverse the Work-Study percentage split and update the Work-Study award limit on the IFNW screen.

**Reverse Wages (RX) that Did Not Split:**

If the original payroll transaction did not split, perform an **RX** transaction and place an "\*" (asterisk) in the WSP field. In doing so, this will prevent the correction from splitting in reverse [EXHIBIT G].

**Charge Late Wages to Work-Study:**

Add **WSP CODE** to the **LX** transaction and wages will be charged to WSP funds according to the percentage split. The updated Work-Study award limit will show on the IFNW screen [EXHIBIT G].

**NOTE:**

- O2, R2, and H2 transactions will correctly pay WSP wages but not the administrative fee/surcharge. If the OFAS identifies a missing surcharge, it will be correctly expensed against department funds the following month.
- **TRANSFER OF PAYROLL (UPAYS)** and **TRANSFER OF EXPENSES (TOE)** should never be used to correct WSP wages. If a correction is necessary, please contact the OFAS Work-Study Unit for further assistance.

Employers should keep in mind to complete all Work-Study transactions after the June MO Compute for the **BW PAYROLL CYCLE**, and the **MO PAYROLL CYCLE**, particularly given that **JUNE 6, 2015** is the last day of work for Work-Study employees. Wages submitted after that will not be paid with Work-Study funds and the department will be charged 100% of the gross wages and 10% administrative fee/surcharge.

**[Exhibit G] Reverse Wages (RX) that Did Not Split****LX/RX Transaction**

(If the Work-Study percentage did not pay/split in original transaction)

**PPETLR0**SB Dept Time Reporting  
Late/Reduce Pay (EDLR)**Pay End:** 01/31/10 **Check Date:** 02/01/10 **Pay Cycle:** MO**Seq:** 00012 **TR:** RX **Per End:** 123110 **Pay Cy:**     **Dst:** 31 **E:**     **T:**     **D:**     **Ttl:** 4921  
**LACFPS:**     **Rate:** 010.0000 **AH:**     **Prorate:**    **DOS:** REG **Time:**     **H%:**     **DOS:**     **Hr:**     **DOS:**     **Hr:**     **WSP:** \***Seq:** 00013 **TR:** LX **Per End:** 123110 **Pay Cy:**     **Dst:** 31 **E:**     **T:**     **D:**     **Ttl:** 4921  
**LACFPS:**     **Rate:** 010.0000 **AH:**     **Prorate:**    **DOS:** REG **Time:**     **H%:**     **DOS:**     **Hr:**     **DOS:**     **Hr:**     **WSP:** F**WAGES EXCEEDING WORK-STUDY AWARD LIMIT:**

If hours are charged to Work-Study Distribution and the award limit will not cover all wages, Work-Study funds will pay up to the amount of the remaining award limit and department funds will pay the excess. Departments will also be responsible for administrative fee/surcharge associated with the remaining Work-Study gross wages.

**EXAMPLE:**

The student employee has remaining Work-Study limit of \$300.00. He worked 70 hrs at \$10.00 per hour this month.

**Gross Wage**  
= \$10.00 x 70 hours = \$700.00

The gross wage has exceeded the remaining Work-Study limit; therefore,

The WSP Program absorbs 60% of the remaining limit = \$300.00 x 60% = \$180.00

**The Dept is responsible for:**

**40% MATCHING SHARE** = \$300.00 x 40% = \$120.00 **and**

**10% ADMINISTRATIVE FEE** = \$300.00 x 10% = \$30.00 **and**

**100% STRAIGHT-FUNDED WAGE** = \$700.00 - \$300.00 = \$400.00

**TOTAL COST FOR THE DEPARTMENT** = \$120.00 + \$30.00 + \$400.00 = \$550.00

**ADMINISTRATIVE FEE/SURCHARGE:**

The Work-Study administrative fee/surcharge is a **NON-PAYROLL** expense paid by the department and directly supports the administration of the Work-Study Program. It is assessed at 10% of gross Work-Study wages. Charges to departments will appear on the departmental general ledgers. Employers may review administrative fees/surcharges on departmental ledgers and the **WORK-STUDY SURCHARGE REPORT** e-mailed monthly to departments [EXHIBIT H].

**NOTE:**

- SUB used for **MATCHING SHARE**: Sub 0 or 2, Sub 5, Sub 7;
- SUB used for **SURCHARGE EXPENSE**: Sub 3, Sub 5, Sub 7.

**DISTRIBUTION OF PAYROLL EXPENSE LEDGERS:**

The UCSB Accounting Office generates **DISTRIBUTION OF PAYROLL EXPENSE** ledger using **ESPRESSO** on a monthly basis to track fund activity.

Department funds are charged 40% of gross Work-Study wages and 100% for non Work-Study wages or if the Work-Study limit has been reached.

Work-Study funds are charged 60% of gross Work-Study wages with fund numbers 19971, 19975, 23495, 23497, or 23499.

**[Exhibit H] Work-Study Surcharge Report**

PP9999/PP9999	UNIVERSITY OF CALIFORNIA – SANTA BARBARA		PAGE NO. 000028
RETN: See RPTS DIST SCH	PAYROLL PROCESSING		RUN DATE 01/03/13
PAY PERIOD END DATE 12/31/12	WORK-STUDY SURCHARGE		
FINA OFFICE OF FINANCIAL AID AND SCHOLARSHIPS			
WS PAY			
L ACCOUNT FUND SUB EMP ID NAME	CODE	PERIOD DESCRIPTION	GROSS
SURCHARGE 8 123456 12345 3		<b>GAUCHO, JOE 121231</b>	<b>POSITIVE TIME</b>
<b>300.00</b>			<b>30.00</b>
TOTAL FOR FUND:			12345 <b>30.00</b>
TOTAL FOR ACCOUNT:			123456
<b>30.00</b>			



**2016-2017  
PRESIDENT'S WORK-STUDY PROGRAM**

### **PRESIDENT'S WORK-STUDY PROGRAM (PWS):**

The President's Work-Study award is available for the current academic year and summer session. Current academic year award period begins on September 1<sup>st</sup>, 2015 and ends on June 6<sup>th</sup>, 2016; summer session award period begins on July 1<sup>st</sup> and ends on September 30<sup>th</sup>.

### **PRESIDENT'S WORK-STUDY REFERRAL:**

The **OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS (OISS)** establishes recipient eligibility requirements and reviews, assigns, and revises PWS applications. **PRESIDENT'S WORK-STUDY REFERRAL** forms are issued by **OISS**

### **ELIGIBILITY:**

To be eligible for the **PRESIDENT'S WORK-STUDY**, an international student must:

- A. Have a valid Visa status;
- B. Demonstrate financial need;
- C. Be registered as a full-time student for the upcoming academic year;
- D. Meet minimum cumulative **GRADE POINT AVERAGE (GPA)** requirements as established by OISS;
- E. Meet the University attendance requirements;
- F. Apply or re-apply for every new academic year in May. (Please contact OISS for the exact date.)

The **OFFICE OF FINANCIAL AID AND SCHOLARSHIPS** receives **REFERRAL** forms from hiring departments and updates **WORK-STUDY AWARD LIMIT** in **PPS**. The Office of Financial Aid and Scholarships assists OISS in monitoring **PWS** wages.

**HIRING DEPARTMENTS** must request the **PWS REFERRAL** from the student (job applicant) for the particular award period. Based on the **REFERRAL**, departments create a separate PWS distribution line for each award period and include the following **WORK-STUDY CODE**:

- A. WSP Code "M" for summer (July 1<sup>st</sup> – September 30<sup>th</sup>, 2015)
- B. WSP Code "P" for academic year (September 1<sup>st</sup>, 2015 – June 6<sup>th</sup>, 2016)

## **CONTACT US**

### **UCSB Work-Study Unit**

Office of Financial Aid and Scholarships  
Student Affairs Administrative Services Building, Room 2101  
University of California,  
Santa Barbara, CA 93106-3180

Phone: (805) 893-2067

Email: [FinAidWSP@sa.ucsb.edu](mailto:FinAidWSP@sa.ucsb.edu)