



Work Study On-Campus Guide

Purpose of Work-Study Program

The Work-Study Program is intended to stimulate and promote part-time student employment, particularly students from low-income families, who are in need of earnings from such employment to pursue courses of study at institutions of higher education. The federal government and the university allocates funds annually to the Financial Aid and Scholarships office for this purpose. Through the Work-Study Program, students engage in work for the University, governmental agencies, or for public and private (non-profit organizations).

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 and/or enable them to gain valuable work experience.

Student Eligibility

The UCLA Financial Aid and Scholarships office is responsible for determining students' financial need and eligibility for Work-Study funds. To be considered for Work-Study funding, students must complete the Free Application for Federal Student Aid (FAFSA) or California Dream Act Application by March 2nd of every calendar year for the upcoming academic year. Beginning in summer, students receive electronic notification (eFAN) of their eligibility for Work-Study.

Types of On-Campus Employment

On-campus work study may include academic departments, administrative offices, and other student support offices. Having a student serve as a research assistant to a professor is appropriate, as long as the work is in line with the professor's official duties and is considered work for the University itself.

* An **on-campus employer** is hereafter generally referred as the **Department**.

Some on-campus positions may qualify as Community Service. Community Service positions are those designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. These services include:

- Health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, EMT and community improvement.
- Work in service opportunities or youth corps as identified in Section 101 of the National and Community Service Act of 1990, and service in agencies, institutions and activities designated in Section 1254(a) of that Act.
- Support to students with disabilities.
- Activities in which a student serves as a mentor for such purposes as tutoring, supporting educational and recreational activities, and counseling (including career counseling).
- Current community service partnerships include: America Reads, America Counts, and Jumpstart.

Students employed in qualified Community Service positions may be eligible to increase their Work-Study award up to a maximum of \$5,000.

On-Campus Departmental Work-Study Agreement

Eligible on-campus departments who wish to employ Work-Study students must execute an On-Campus Departmental Work-Study Agreement. The Department may NOT hire any Work-Study student before its Departmental Work-Study Agreement is approved by the Work-Study Office (the student's referral must also be submitted before employment can begin).

To Establish the Agreement and Access to the online Work-Study Job Bulletin, the Departmental Work-Study Representative must:

1. Please follow the site: <http://financialaid.ucla.edu/>
2. Click "Staff & Employers" brings a menu down, click on "Work Study Information."
3. Click "Employer Logon" brings a menu down, select "Employer Logon ."
4. Enter their UCLA Logon (formerly known as the Bruin Online) ID and password; then click Sign-in button.
5. Register by filling in BOTH Departmental Work-Study Representative's and their Director's information as required on the page. Click Continue and complete all five steps. Note: The Departmental Representative and the Director must NOT be the same person.
6. Once you have completed this registration process the Departmental Work-Study Agreement will appear (Figure 1). An email is sent out to the Departmental Work-Study Representative's Bruin Online address to acknowledge approval to access online Work-Study Job Bulletin.
7. Save document as PDF.
8. Read carefully the terms and conditions stated in the Agreement. Double check and make sure Departmental Work-Study Representative's and the Director's contact information, the department name and FS Code are correct.
9. Electronically sign the Agreement. The Work-Study Office will approve your access within 3 business days.
10. After the Work-Study Office approves the departmental agreement, the Departmental Work-Study Representative will have access to the online Work-Study Job Bulletin's homepage and all the features that are granted to the on-campus employers.

The On-Campus Departmental Work-Study Agreement MUST be renewed annually to reestablish program eligibility. To renew the agreement, the department representative must:

1. Log into the online Work-Study Job Bulletin (WSJB) and electronically resign your agreement.
2. On the homepage, click “View Agreement” (Figure 2) under the “My Documents” section to view your agreement. It is the Department’s responsibility to notify the Work-Study Office of any personnel change that may affect Work-Study process. A new user MUST register to obtain access to the online Work Study Employer’s site.

Job Postings

Posting a Job on the Online UCLA Work-Study Website

1. On the homepage, click “Jobs” under the Dashboard section.
2. Select “Add New Job”

The screenshot shows the 'UCLA Student Affairs Web' interface. At the top, there are navigation links: DASHBOARD, FAO, REGISTRAR, KIOSK, REPORTS, SERVICE REQUEST, and Quick Links. Below this is a menu with Home, Jobs, Referrals, Employees, and Reports. A search bar is present with 'DEPT Code' as a dropdown and a 'Search' button. The main content area displays 'No jobs found' and 'No records found.' An 'Add New Job' button is located at the bottom left.

3. Complete the online Job Requisition Form (Figure 4). Ensure all data fields are filled. Upon completion, click “Add Job” on the Job Requisition Form button.
4. Please submit one Job Requisition Form for each different position. Keep in mind that not all positions qualify as Work-Study jobs. Federal regulations and University policies must be applied during the approval process which may take up to a few business days. The Department will be notified by email either the position is approved or denied. In case of denial, an explanation is included in the email. The Work-Study Office may contact the Department for additional information and/or to request that part of the job posting to be modified in order to meet requirements. The position(s) you have submitted MUST be approved by the Work-Study Office BEFORE you may interview and/or hire any Work-Study student. The Department is responsible for paying 100% of hours worked by the student before the position gets approved and the student is authorized to start working.

The screenshot shows the 'Job Requisition Form' with three main sections:

- Interviewer Information:** Fields for Name, Email, DEPT Code (with a dropdown), Phone, and Fax.
- Position Information:** Fields for Job Code (dropdown), Posting Category (dropdown), Pay Rate (with \$ and to \$), Hours (with to), Available Positions (input field), Undergraduate (checkbox), Graduate (checkbox), Fall (checkbox), Winter (checkbox), Spring (checkbox), On Campus (dropdown), Job Type (dropdown), and Advertise (checkbox).
- Position Details:** A Location (input field), a large Description (text area), and a Qualifications (text area).

Hiring a Work-Study Student

Once you have decided to hire a student, the department MUST complete and submit the student's Work-Study Referral Form via the online Work-Study Job Bulletin (WSJB) by the Hiring Deadline.

Work-Study Referral Form

The Work-Study Referral Form (Figure 5) is used to permit a student's participation in the program. It also indicates the amount of the student's Work-Study award.

Note: The award amount listed on the Work-Study Referral Form is the student's ENTIRE Work-Study award. This represents the total earnings opportunity for the employment period (Department contribution + Work-Study funding contribution), not the Department contribution alone.

1. Log into the Employer's Website. On the homepage, and click Referrals.



2. Type in the student's UCLA ID number and click on Search Referral (Figure 7).

Referrals

Search by Name

Search by UID

3. Once you are prompted to the student's referral, fill in the Pay Rate, select the appropriate Job Code from the drop-down list, and click "Hire"

Student Name	UID	Employment Status
Bruin, Josie	900950900	New

Work-Study Referral Form

Name: Bruin, Josie	Issued Date: 4/7/2020
UCLA UID: 900950900	Eligibility Date: 4/7/2020
UC Path Employee ID:	Hiring Deadline: 9/20/2020
Award Amount: \$2,000.00	YTD Earnings: \$0.00
Position Pool ID: F	Remaining Balance: \$2,000.00
Law Student: N	

Department Hiring Notice

Student Name: Bruin, Josie UID: 900950900

Job Code: -- Please Select a Job -- Pay Rate:

4. Make note of position pool ID which you will need to complete the student's hiring on UC Path and to complete your bi-weekly reconciling.

Hiring Notice

Student Name: Bruin, Josie

Job Code: Assistant 2 - Work-Study - Grade - 02

Dept Name: Off-Campus

Location: Off-Campus

Date Hired: 4/7/2020

Date Submitted: 4/7/2020

UID: 900950900

Pay Rate: \$16.00

Job Number: 4250-1

Position Pool ID: Please refer to the Work Study Referral Form

Hired By: Magdalena Chavez

Hired By Email Address:
mchavez@saonet.ucla.edu

Note:

- The Department is responsible for processing and paying 100% of hours worked prior to submission of the student's Referral Form.
- Referral Forms **MUST** be submitted by the hiring deadline for the employment period (summer or academic year). Please refer to the [Work-Study Program Calendar](#).

It is important that the Department enters the appropriate Position Pool ID. Please refer to the following table for the correct Position Pool ID based on the specific Work-Study Program in which the student participates.

[Pool ID / Fund Chart](#)

[Pool ID Set Up](#)

Work Study Program	1 Position Pool ID for both Summer and Academic Year
Federal Work Study	F
Community Service	C
America Reads	A
Jump Start	J
Graduate Work Study	B
Grad Federal Work Study	F
University Work Study	U
Civic Engagement	M

Changes to Work-Study

Termination:

Termination of a Work-Study student's employment may be initiated by the Department or the student. We encourage open communication between the department and their student employees in these situations. The Department may relieve the student from any or all duties at department discretion. Similarly, the student may terminate employment at any time at their discretion. Upon knowledge of termination of the employment, either initiated by the Department or by the student, the Department must immediately notify the Work-Study Office by submitting the following required documents in order to comply with the [California Wage & Hour Labor Code](#):

- A completed Termination Notice via UCLA work-study website

To Submit a Termination Notice before the Hiring Deadline:

1. Log into the online WSJB. On the homepage, and click Referrals.
2. Type in student's UCLA ID number and click on Search Referral.
3. Click on the Terminate button located at the bottom of the Referral Form.
4. Enter Total Unpaid Earnings, Start Date, and End Date.
5. Click Submit.

After the Termination Notice has been successfully submitted, the onlineportal generates a Department Termination Notice, which can be retrieved together with the student’s Referral Form and Department Hiring Notice. A sample of the Department Termination notice is shown below.

Employment History

Hiring Notice	Date Submitted:
Student Name:	UID:
Job Code:	Pay Rate:
Dept Name:	Job Number:
Location:	Position Pool ID: Please refer to the Work Study Referral Form
Date Hired:	Hired By:
	Hired By Email Address:
Time Sheet Approval Information:	
User name:	
User phone #:	
User email Address:	
UCLA UID:	

Termination Notice	Date Submitted:
Student Name:	UID:
Start Date:	End Date:
Dept Name:	Job Number:
Location:	Terminated By:
Total Unpaid Earnings:	
Time Sheet Approval Information:	
User name:	
User phone #:	
User email Address:	
UCLA UID:	

The Work-Study Office may reduce or cancel a student’s work-study award for any of the following reasons:

- A reduction in the student’s Work-Study award (see Revision to Work-Study Award Amount section on page 15).
- The student is not meeting UCLA Satisfactory Academic Progress requirements.
- The student is not enrolled at UCLA.
- The student has withdrawn from UCLA.
- The student has dropped below half-time enrollment.
- The student has taken a leave of absence.
- The student has been dismissed from UCLA.
- The student has graduated from UCLA.
- Any other circumstance affecting the student’s Work-Study eligibility.
- Student request
- Receipt of financial aid from another source, such as scholarship, grant, etc.

If a student continues working under any of the above mentioned conditions, the Department is responsible for processing and paying for 100% of hours worked, even if the condition is unknown to the Department. It is the Department’s responsibility to communicate with the student on an on-going basis regarding their current enrollment status to ensure program eligibility. The

Department may continue to employ the student as a regular non-Work-Study employee and must assume payroll responsibilities and pay 100% of the student’s wages.

Changing Jobs

The student is allowed to choose another position under the Work-Study Program as long as they are still eligible and has sufficient remaining balance of Work-Study award to cover working hours as expected. However, the student is NOT allowed to hold more than one (1) Work-Study position at the same time. After the student has been terminated from their current position, the new department can hire the student under work-study.

Overuse of Work-Study Award

The Department must monitor each student’s earnings against his/her Work-Study award amount. To calculate the total number of hours a student is eligible to work, divide the amount of the student’s Work-Study award by his/her pay rate.

EXAMPLE:

$$\frac{\$2000 \text{ Work-Study Award}}{\$16 \text{ per hour pay rate}} = 125 \text{ hours eligibility}$$

The Department is responsible for processing and paying 100% of student’s earnings in excess of the student’s Work-Study award.

The department must complete bi-weekly reconciliation of their student’s earnings.

Departmental Charges

The Department is responsible for paying its share of the student's salary on time according to the type of Work-Study Program in which the student participates. The matching requirement is determined by the federal government and the University, and is subject to change, depending on the availability of funds.

Department Matching:

- Federal Work-Study: Fifty (50%) percent
- President's Work-Study: Fifty (50%) percent
- Community Service Work-Study: Fifty (50%) percent
- Graduate Work-Study: Thirty (30%) percent
- America Counts and America Reads Work-Study: Zero (0%) percent
- University Work Study: Fifty (50%) percent

The Department should report discrepancies or corrections to the [Central Resource Unit Office](#) in a timely manner.

Payroll Adjustments

Under the terms of the Work-Study Agreement, departments agree to process Payroll Adjustments as requested by the Work-Study Office. Failure to process adjustments may result in a student's work-study eligibility being canceled or reduced.

The Department may be notified regarding specific transactions requiring completion of a payroll adjustment. The Work-Study Office will provide departments with the student name, ID, pay period end date, processing cycle date, the amount of the original charges, the amount of the required adjustment, and the date by which the adjustment must be completed. The Work-Study Office requests notification of completion by e-mail.

The Department must initiate an adjustment using (Direct Retro-Salary Cost Transfer).

Here are scripted steps to take:

Navigate to PeopleSoft

- Payroll North America
- Payroll Distribution
- UC Customizations
- Process Direct Retro
- Enter the Account and CC and Fund that is the Departments Match Cost Share.
- Select the Apply Work Study drop down (make sure you process one pay period at a time).
- Submit the Direct Retro for Approval.

Enter the following data: Empl ID of the employee and Empl Record (make sure you have the correct position. Select the payroll data you want to change. Press Save. Afterwards you will see two buttons – press run.

- Make sure to provide comments and answer the Questionnaire
- Select Reason Code

It will need to go through the approval work-flow (AWE) process and transaction should update by the next pay period. We recommend you refer to the [UC Path job aid](#) for detailed instructions.

Record Keeping Requirements

By Title IV regulations governing the Federal Student Aid Programs, the Department is required to retain all payroll related documents for up to five (5) years. These documents must be made available when requested by Financial Aid and Scholarships for audit purposes. This includes the following documents:

- A copy of each time record for each student
- A copy of the fully executed UCLA On-Campus Departmental Work-Study Agreement for the employment periods (summer or Academic Year).
- A copy of each of the following documents (paper version) if there is any:
 1. Termination Notice
 2. Change Job Referral Form

Departments that do not maintain proper records will be responsible for audit findings, fines, and penalties. Failure to comply with these requirements may also result in termination of the Work-Study agreement.

Student Employee Benefits

A student employed under the Work-Study Program:

- Is covered by the University's Worker's Compensation policy.
- Is compensated only for hours worked.
- If student is working on a University holiday they may be paid premium or holiday pay (subject to University Holidays only); however, the Department will be billed and pay for 100% for those hours.
- Is allowed brief interruptions in work schedules, such as rest or coffee breaks.
- Student not enrolled in courses at least on a half-time basis (6 units for undergraduates, 4 units for graduates) or working over 20 hours per week, will be charged 7.5% of gross earnings toward a University retirement fund rather than to Social Security.

Meal & Rest Break Chart		
Shift Length	Paid 10-Minute Rest Breaks	Unpaid 30-Minute Meal Breaks
Less than 3.5 Hours	0	0
3.5 – 5 Hours	1	0
5.1 – 6 Hours	1	1 [†]
6.1 – 10 Hours	2	1
10.1 – 14 Hours	3	2 [‡]
14+ Hours	At Least 4	2

[†] Can be waived by mutual consent.

[‡] Only one of these meal breaks can be waived by mutual consent, and even then only if the employee works less than 12 hours.

Employee Conditions & Limitations

The following general provisions apply to all jobs under the Work-Study Program:

- Work-Study employment must be governed by employment conditions, including pay rate that is reasonable according to the type of work performed, the geographic region, the student's proficiency, and any applicable federal, state, or local law.
- The Department must pay the student at least the current Los Angeles County minimum wage.
- Work-Study employment must not displace University employees (including those on strike) or impair existing service contracts. Replacement is interpreted as displacement.
- Work-Study positions must not allow a student to work on their thesis or dissertation.
- Work-Study positions must not involve constructing, operating, or maintaining any part of a building used

for religious worship or sectarian instruction.

- The Department may not solicit, accept, or permit to be solicited any fee, commission, contribution, or gift as a condition for a student's employment.
- Under the Federal Fair Standards Labor Act of 1938, the Department is prohibited from accepting voluntary services from any paid student. Any student employed under the Work-Study Program MUST be paid for all hours worked.
- The University provides designated titles and title codes for students; Student 1 Work-Study, 004682; Student 2 Work-Study, 004681; Student 3 Work-Study, 004680; and Student 4 Work-Study, 004679. These titles are not considered staff titles. Work-Study students must NOT be employed under the Graduate Student Researcher (GSR 3276) title. Employers may use the Staff Research Associate (SRA 9613) title instead. Employers placing students on the GSR title code will be charged 100% of the student earnings to their full-accounting unit. [CHR Title Codes]
- A student may not hold more than one (1) Work-Study position at a time.
- If a student must complete an internship or practicum as part of their degree requirement and would not normally be paid for doing so, the internship or practicum does not qualify under the Work-Study Program. If the student is normally paid, they may be employed under the Work-Study Program.

Unearned Work-Study Awards

Work-Study awards may only be used during the employment period (summer or Academic Year) for which the funds are awarded. Unearned summer and/or Academic Year Work-Study funds are forfeited after the last working day of the given employment period.

Employer of Record

The University of California, Los Angeles is the Organization of record. All payments due as an employer's contribution under state and local Workers' Compensation laws, under federal or state Social Security laws, or under other applicable laws, as required, will be made by the University, unless otherwise required by law.

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