Purpose of the Program

The Work-Study Program is intended to stimulate and promote part-time student employment, particular 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 allocates funds annually to the UCLA 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. A Work-Study award is an earning opportunity which is the maximum amount of money which a student may earn through the program during the employment period and is subject to Work-Study fund limitations. 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 (FAN) of their eligibility for Work-Study. Students MUST review and be familiar with the Student Guide to the Federal Work-Study Program that provides the conditions, requirements, and activities in the acceptance and retention of Work-Study positions.

Types of On-Campus Employment

On-campus work study may include academic departments, administrative offices, laboratories 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 to as the Department.

Some on-campus positions may qualify as Community Service. Community Service positions are those...
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 a student is working on a University holiday they may be paid a 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.
- A student not enrolled in courses at least on a half-time basis (6 units for undergraduates, 4 units for graduates) will be charged 7.5% of gross earnings toward a University retirement fund rather than to Social Security.

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 federal minimum wage; ($14.25).
• 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 his/her 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 requested 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 pay rate must be reasonable according to the type of work performed. Work-Study employee pay rates are determined by the University pay scales. For detailed rate information, please click and visit Campus Human Resources’
• The University provides designated titles and title codes for students; Assistant I, 4922; Assistant II, 4921; Assistant III, 4920; and Assistant IV, 4919. 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 his/her degree requirement and would not usually be paid for doing so, the internship or practicum does not qualify under the Work-Study Program. If the student is typically paid, he/she may be employed under the Work-Study Program.

On-Campus Work Hours

Work-study students may work a maximum of twenty (20) hours per week, including winter and spring breaks, and summer. The Department is responsible for 100% of hours worked more than twenty (20) hours per week. The Department must supervise and regulate all students’ services and performance.

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). The Agreement must be sent to the Work-Study Office no later than thirty (30) days before the specified hiring deadline. Please refer to the Work-Study Program Calendar for important dates.

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

1. Please click on the following link: 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 his/her 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 his/her 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. Print out the Agreement.
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. An email notice will be sent out to both Departmental Representative and Director to confirm program eligibility.

The On-Campus Departmental Work-Study Agreement MUST be renewed annually to reestablish program eligibility. The updated Agreement is available at the beginning of June. The Agreement must be submitted to the Work-Study Office no later than thirty (30) days before the specified hiring deadline. Please refer to the Work-Study Program Calendar for important dates.
1. Geneva Rangel, on behalf of the department written below, agree to:

1. Submit a completed online Work-Study Job Requisition for each position and a completed online Job Referral Form for each student via the Work-Study website. The student can NOT be hired nor start working under the Work-Study Program unless both documents are submitted online.

2. Comply with the Work-Study Program schedule as specified below:

   (a) For Summer: Not to permit any student to work before July 2nd, 2018 or after September 14th, 2018. (Hiring deadline August 17, 2018)

   (b) For Academic Year Student may not work before October 8th, 2018 or after June 14th, 2019. (Tentative Hiring deadline is February 1st, 2019)

   (c) Be responsible for processing and making payment for 100% of hours worked before and after the participation dates in each period listed above.

3. Not to allow any student to work more than twenty (20) hours per week during any participating period (Summer/Academic Year). Not to allow any student to work during his/her scheduled class time. Be responsible for processing and making payment for 100% of hours worked in excess of the 20-hour weekly limit.

4. Not to permit the student to earn more than the amount of his/her permissible Work-Study award as stated on the student’s online Work-Study Referral Form and/or any other communication from the Work-Study Office. Be responsible for processing and making payment for 100% of hours worked in excess of the award amount.

5. Ensure that the student is actively enrolled while participating in the Work-Study program. Be responsible for processing and making payment for 100% of hours worked under any of the following circumstances:

   - the student has dropped below the half-time enrollment status (undergraduate: 6 units; graduate: 4 units)
   - the student has withdrawn, been dismissed, or graduated from the University

6. Ensure all time records are processed and the student gets paid in a timely manner according to University’s payroll schedule. Be responsible for paying for 100% of hours worked and reported on any time record submitted more than thirty (30) days after the end of the pay period.

7. Retain time records of hours worked by the student for a period of five (5) years including the following elements:

   - Hour(s) worked each day.
   - Total hour(s) worked during each pay period.
   - Signature of an authorized supervisor/representative that the hour(s) worked is/are accurately reported.

Signature of the student:

8. Make corrections and/or adjustments to payroll transactions immediately as requested by the Work-Study Office. Failure to meet such requests will result in the reduction and/or cancellation of work-study funding to a specific student or the entire department/unit. The department/unit will be subject to probation for noncompliance.

9. Notify the Work-Study Office of any personnel change to either or both of the designated individuals as listed below to ensure prompt and effective communication. New personnel must complete the online agreement in order to obtain access to the Work Study website.


11. Departments will be responsible for 100% of the student’s earnings for the award year if the student is in an over award status that cannot be resolved by the Financial Aid and Scholarships Office, as stated in the federal student aid handbook (volume four, chapter three) within thirty days.

12. This Agreement shall be valid from the 2nd day of July 2018 through the 14th day of June, 2019 unless sooner terminated and shall be subject to renewal by the mutual agreement between the Department and the Work-Study Office. The Department hereby agrees to be subject to immediate termination of this agreement due to non-compliance to the terms and conditions stated above and/or in the On-Campus Work-Study Employer Guide.

Figure 1

Renew Agreement annually, the Departmental Work-Study 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 the 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 Work-Study Employers

1. Log into Work Study Employer site. On the homepage, click Jobs under the Dashboard section. Next, click on “Add New Job” (Figure 3).
2. Complete the online Job Requisition Form (Figure 4). Please make sure all data fields are filled. Upon completion, click Submit Job Requisition Form button.
3. Please submit one Job Requisition Form for each different position.

Please 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 disapproved. In case of disapproval, 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 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.
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. Students now can view and print out their referral forms from the online Work-Study Job Bulletin.

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.

**Hiring a Work Study Student**

The student contacts the hiring department directly to set up an interview. Upon deciding to hire the 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.

1. Log into the Employer’s Website. On the homepage, and click Referrals (Figure 6).

2. Type in the student’s UCLA ID number and click on Search Referral (Figure 7).
3. Click on Hire. Fill in the Pay Rate. Select the appropriate position from the drop-down list.

4. Click Hire once more.

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

[Note]
- The Department is responsible for processing and paying 100% of hours worked before 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. NO placement is allowed after the hiring deadline.

5. It is essential that the Department enters the appropriate WSP Code in the appointment screen of the Employee Database (EDB). Please refer to the following table (Figure 8) for the correct WSP Code based on the specific Work-Study Program in which the student participates.

<table>
<thead>
<tr>
<th>Work Study Program</th>
<th>Position Pool ID Academic</th>
<th>Position Pool ID Summer</th>
<th>Funds Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Work Study</td>
<td>F</td>
<td>H</td>
<td></td>
</tr>
<tr>
<td>Community Service</td>
<td>C</td>
<td>G</td>
<td></td>
</tr>
<tr>
<td>America Reads</td>
<td>A</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Jump Start</td>
<td>J</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>Graduate Work Study</td>
<td>B</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Grad Federal Work Study</td>
<td>F</td>
<td>H</td>
<td></td>
</tr>
<tr>
<td>University Work Study</td>
<td>U</td>
<td>V</td>
<td></td>
</tr>
<tr>
<td>Civic Engagement</td>
<td>M</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

Figure 8

Changes to Work-Study

Termination

Termination of a Work-Study student’s employment may be initiated by the Department, the Work-Study Office, or the student. The Department may relieve the student from any or all duties at any time for any reason without providing any explanation and/or notice in advance to the student. Similarly, the student may terminate employment at any time for any reason without giving any account and/or notice in advance to the Department.

Upon knowledge of the 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 to comply with the California Wage & Hour Labor Code:

- A completed Termination Notice via online WSJB
- Any outstanding time records
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 online WSJB 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 (Figure 9).

![Employment History](image)

Figure 9

The Work-Study Office may terminate a student’s employment 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.

If a student continues working under any of the conditions mentioned above, the Department is responsible for processing and paying for 100% of hours worked, even if the situation is unknown to the Department. It is the Department’s responsibility to communicate with the student on an ongoing basis regarding his/her 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 he/she is 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.

**Changing Jobs before the Hiring Deadline**

1. First, the student’s previous position must be terminated by the old hiring Department (see Termination of Employment section for details).
2. Once the Termination Notice is submitted, the student’s eligibility and the remaining balance of Work-Study award is confirmed in the online Department Termination Notice (see Figure 10).
3. The new hiring Department must submit a new Referral Form via the online WSJB. Please refer to Hiring a Work-Study Student in section B.
4. The new Referral Form MUST be submitted by the Hiring Deadline.
5. The new hiring Department enters the student’s appointment in EDB using the correct WSP Code.

**Revision to Work-Study Award Amount**

The amount of a student’s Work-Study award for the employment period may be revised at any time. Reasons for a decrease in the award include:

• Student request
• Receipt of financial aid from another source, such as scholarship, grant, etc.
• The student has dropped below half-time enrollment;
• The student is not meeting UCLA Satisfactory Academic Progress requirements;
• The student has taken a leave of absence;
• Any other circumstance that may affect the student’s Work-Study award

Reasons for an increase in the award include:
The student is placed in a Community Service position.

In either case, the Work-Study Office will send the Department a Work-Study Revision notice (Figure 12) which indicates the revised award eligibility. The revised award eligibility is the total earnings opportunity for the employment period, not the amount of the increase or decrease.

![Email Snippet]

**Record & Financial Information**

**Time Recorders (Time Sheets) Requirements**

UCLA Time Reporting System-TRS see Figure 13 for example. Regardless the format, each time record MUST submit on time for each Pay Period End Date (PPED).

Any time record that is:

- Not signed (electronically or manually) by the student; OR
- Not signed (electronically or manually) by authorized Department personnel, OR
- Approved by unauthorized Department personnel, OR
- A combination of information from multiple pay periods

Is NOT acceptable and may result in non-allocation of Work-Study funding for the specific pay period(s) to which the time record(s) may apply.
Paychecks are issued through the University payroll system based on the published calendar. Students are strongly encouraged to sign up for direct deposit at your service online by click here.

- Bi-Weekly: every other Wednesday as specified in the Time Record (Pay Date)
- Monthly: the beginning of the month

The Work-Study Office may require the Department to provide copies of time records at random to monitor the accuracy of record keeping and to ensure compliance of federal guidelines about program reviews (audits) conducted by the U.S. Department of Education. Failure to maintain time records as required may result in termination of the Department’s participation in the Work-Study Program.

![Timesheet](image)

**Figure 13**

**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:** $2000 Work-Study Award $13.25 per hour pay rate

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

**Late Time Records**

Time records are considered late if entered into University Payroll System after the published End Date of each pay period. The Department will be responsible for processing and paying 100% of hours
reported on time records entered into University payroll system more than thirty (30) days after the End Date of the pay period(s). We will begin to enforce this requirement.

It is the responsibility of both the student to submit time records and the Department to process time records on time. Please note that holidays and University vacation days will require earlier deadlines for submission and process of time records. Please refer to the Work-Study Office’s website for University Payroll Calendar.

**Signatures on Time Records**

All time records submitted to the Work-Study Office must be signed (electronically or manually) by the student(s) as well as the authorized Department personnel. The Department must designate a minimum of two staff members authorized to sign time records.

**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 is billed for its share of payments through the University Payroll Office. The appropriate percentage of expenses will be indicated on the departmental full accounting unit on the Expense Distribution Report (PPP530). The departmental account will also be linked to the current year Work-Study fund and will list the remaining expenses. The Department receives the PPP530 report on a monthly basis listing student earnings under the program as well as General Ledger (FS0100) which also shows departmental charges. The Department should report discrepancies or corrections to the Work-Study Office promptly.

**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 time by which the correction 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.

Records 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 materials:

• 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
  3. Work-Study Revision Notice
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.

**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.

**Additional Information**

If you have questions regarding the Work Study Program, please send us a message through UCLA Message Center.