




Work Study Off-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.

General Overview

Administrative Roles and Responsibilities

- A. We, the staff of UCLA's Financial Aid and Scholarships/Work-Study Program:
1. Administer the Federal Work-Study Program;
 2. Advertise current job opportunities for our WSP employers by approving listings on our Work-Study website; *Note:* Our WSP student applicants self-select the positions that interest them— we do not “place” them nor do we act as a “placement agency.”
 3. Perform the University and WSP related employment and payroll functions for the WSP students you select as employees.

WSP Related Cost(s)

As a non-profit WSP employer, your agency's “out-of-pocket” expense will be as stated below and reflected quarterly in your UCLA billing invoices:

- A. Matching Share of payroll expense, assessed at 50% of the gross WSP wage earned for all programs except the Graduate work-study program which is thirty percent (30%) of payroll expense. *Note:* UCLA's WSP appropriation pays the remaining fifty percent (50%) for all programs except for the Graduate work-study program which is seventy percent (70%) of payroll expense.
- B. Administrative Fee, assessed at 15% of the gross WSP wage earned.
- C. Composite Benefit Rate (CBR) Charges

The WSP Award

The student employee's WSP award:

- A. Represents the maximum allowable gross wage that they may earn on Work-Study during the current academic year—of which no unearned portion may carry forward into summer or next academic year.
- a. *Note:* Earnings more than the student's initial and/or revised WSP award become the employer's sole responsibility at 100% cost.
- B. When divided by the student's hourly rate of pay, renders the (maximum) number of hours the student may work or continue to work on Work-Study.

EXAMPLE:

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

- C. Appears on the UCLA referral form & the student's FAN (Financial Aid and Scholarship's award letter)
- D. Is subject to revision and may increase or decrease during the academic year.
- a. In such event, we will immediately notify your agency by way of the Work-Study Revision (form).
- E. Is contingent upon the student's continued WSP eligibility. We will immediately alert your agency if said eligibility lapses or is withdrawn. In such event, you may keep the student's employment with your agency, but your agency will be charged 100% for the students' earnings.

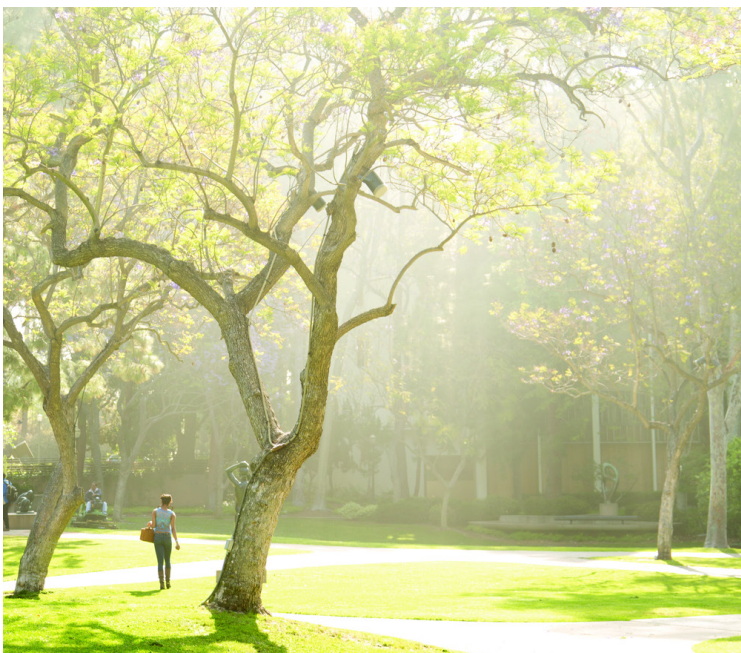
The WSP Hourly Rate of Pay

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

- A. Be established by the employing agency;
- B. At or above the current Los Angeles County minimum wage
- C. Meet the prevailing rate at which persons with those same job-related skills and abilities, education and/or experience, and level of responsibility and/or authority are paid in the local area. As well as without regard to or conditioned upon work-study funding (a rate at which you would pay a non-WSP student employee. Inflating or “ballooning” a WSP recipient's pay rate is cause for immediate and permanent cancellation of your WSP Agreement).

NOTE: To change an established hourly rate of pay, your agency must submit a request to us in writing and should include:

1. The student employee's name, if applicable;
2. New hourly rate; and
3. Preferred effective date.



Type of Work the WSP Student Employee May and May Not Perform

- A. To the maximum extent practicable, WSP positions should complement and reinforce a recipient's academic and/or career goals, serve the public interest and, whenever possible, directly involve the recipient in community service activities.
- B. Federal guidelines dictate that the work performed by WSP student employees must be in the public interest and may not:
 - Displace, supplant, or replace workers employed by the agency;
 - Impair existing contracts for services;
 - Fill vacant positions created by strikes;
 - Involve any partisan or non-partisan political activity associated with a candidate or with a contending faction or group in an election for public party office;
 - Involve employment as a political aide of any elected official;
 - Involve employment for an elected official who is not responsible for the regular administration of Federal, State, or local government;
 - Involve any lobbying on the Federal, State or local level;
 - Include employment for US Department of Education;
 - Involve the construction, operation, or maintenance of any facility used or to be used for sectarian instruction or religious worship;
 - Involve religious/sectarian instruction and/or worship;
 - Depend upon a student's political support or party affiliation as a condition of employment;
 - Involve work that primarily benefits the members of an organization that has membership limits, such as a credit union, a fraternal or religious order, or cooperative.
- C. Your agency may wish to offer an internship or practicum—sometimes called pre-professional or career-related work experience. Regardless of your agency's best intentions, if WSP recipients are involved, certain restrictions apply. For instance, your agency:
 - 1. Must pay an hourly wage to all interns performing the same job duties,
 - 2. May not restrict the internship to WSP recipients only; and
 - 3. Must observe the same restrictions listed above regarding the type of work or service they perform in the course of their internship.

- 4. WSP regulations require a detailed job description for each WSP student your agency hires.

Supervisory Responsibilities

As a WSP employer, your agency must:

- A. Directly supervise and regulate the services and performance of your WSP student employee(s); and
- B. Provide your WSP student employee(s) verbal and written orientation about and/or explanations of:
 - 1. Scheduled work hours and location of work site;
 - 2. General working conditions, including safety and emergency procedures;
 - 3. Applicable agency policies, procedures, and standards of conduct/dress;
 - 4. Job duties and responsibilities (i.e., a copy of the relevant WSP Detailed Job Requisition), including expected methods and necessary priorities for performing tasks;
 - 5. Appropriate basic, progressive and/or corrective training;
 - 6. Brief interruptions in work schedules as rest periods, within agency guidelines and State law guidelines.
- C. Observe the meal period rule of the California Labor Code (Section 512): the daily hours worked cannot exceed 5 hours without a meal/rest break of at least 30 minutes unless the students work shift ends after 6 hours. Have the student record the meal period on their bi-weekly Time Sheet(s).
- D. Ensure an environment free from all forms of harassment, exploitation, and intimidation.
- E. Be as flexible as possible with working hours relative to the student's class and examination schedule.
- F. Do not solicit, accept or permit solicitation of any fee, commission, contribution, or gift as a condition for a student's WSP employment.
- G. Comply with the Fair Labor Standards Act of 1938, as amended, which prohibits employers from accepting voluntary services from any paid employee. Any student employed under the WSP must be paid for all hours worked.
- H. Ensure 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; sex (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

General Overview, cont.

disabled veteran; or, within the limits imposed by law or University regulations, because of age or citizenship.

- I. Comply with the provision of the Civil Rights Act of 1964 (Pub. L. 88-352; 78 Stat. 252), Title IX of the Educational Amendments of 1872 (Pub. L.93318) and the Regulations of the Department of Education which implements those Acts.

Work Performance Standards for WSP Student Employees

- A. Work performance standards for WSP student employees are the same as for other regularly funded employees of your agency.
- B. Your agency is not required to continue employing a student who does not meet acceptable work standards.
- C. We prefer that you provide appropriate warnings, evaluations, and suggestions for improvement to assist students in their work experience. However, we realize that particular situations require an employee's immediate termination. If immediate separation is necessary, we would appreciate a brief explanatory memo for our records.

WSP Student Employment Period

The employment period for each of your WSP student employee(s)—while s/he is employed on Work-Study is:

- A. Confined to the current academic year; and
- B. Specifically defined by Begin and End Date on their Referral Form



WSP Contractual Procedures

To complete your Work-Study Program Agreement, please follow the instructions listed below:

I. Work-Study Program (WSP) Agreement

Eligible Off-campus employers who wish to employ Work-Study students must execute an Off-Campus Work-Study Program Agreement. The Off-Campus Employer may NOT hire any Work-Study student before its Off-Campus Work-Study Program 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. An online copy and an e-mail copy will be provided.

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

1. Access the following 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 UCLA Logon ID and password; then click Sign-in button.
5. Once you have completed this registration process, the Work-Study Program Agreement will appear. 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.
6. Save the Agreement as a PDF for your files.
7. Read carefully the terms and conditions stated in the Agreement. Double check and make sure Employer's Work-Study Representative's and the Director's contact information.
8. Electronically sign the Agreement and e-mail a signed copy to the WS office. The Work-Study Office will approve your access within 3 business days.
9. After the Work-Study Office approves the off-campus agreement, the Work-Study Representative will have access to the online Work-Study Job Bulletin's homepage and all the features that are granted to the off-campus employers. An email notice will be sent out to the Departmental Representative to confirm program eligibility.
10. Employer can add new users to website, but new users must register to obtain access to the portal.

Job Postings

Posting a Job on the Online Work-Study Job Bulletin

1. Log into the work-study employer website. On the homepage, click Jobs under the Dashboard section. Next, click on "Add New Job"

The screenshot shows the 'UCLA Student Affairs Web' interface. At the top is a navigation bar with links: DASHBOARD, SA, REGISTRAR, FAO, OSD, BFS, LGBT, KIOSK, CAREER, SLSC, DASHEW, DEGREE AUDIT, REPORTS, GSRC, LOBBY, SERVICE REQUEST. A 'Logout' link is in the top right. Below this is a 'Quick Links' section. The main content area is titled 'Jobs - Summer 2016'. It features a navigation menu with 'Home', 'Contacts', 'Jobs', 'Referrals', 'Employees', 'Billing', and 'Reports'. On the right, there's an 'Award Period' dropdown set to 'Summer 2016'. Below the menu, there's a search section with 'FSCODE' set to 'Z001 - OCE - Test HOA' and a 'Search by FSCODE' field with a 'Search' button. The results section shows 'No jobs found' and a 'Jobs' tab. Below the tab, it says 'No records found.' At the bottom, there's an 'Add New Job' button.

2. Complete the online Job Requisition Form. Ensure all data fields are filled. Upon completion, click "Add Job" on the Job Requisition Form button.
3. 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 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 Off-campus agency 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 'UCLA Student Affairs Web' Job Requisition Form. The top navigation bar is the same as the previous screenshot. The main content area is titled 'Add Job - Academic Year 2015-2016'. It features a navigation menu with 'Home', 'Jobs', 'Referrals', 'Employees', and 'Reports'. On the right, there's an 'Award Period' dropdown set to 'Academic Year 2015-2016'. The form is divided into three main sections: 'Interviewer Information', 'Position Information', and 'Position Details'. The 'Interviewer Information' section has fields for 'Name', 'Email', 'Phone', and 'Fax', and a dropdown for 'FSCODE'. The 'Position Information' section has dropdowns for 'Payroll Title' and 'Posting Category', and fields for 'Pay Rate', 'Hours', and 'Available Positions'. It also has checkboxes for 'Undergraduate' and 'Graduate', and a dropdown for 'Job Type'. The 'Position Details' section has a 'Location' field and a large text area for 'Description'. At the bottom, there's a 'Qualifications' section with a large text area. At the very bottom, there are 'Add Job', 'Back', and 'Reset Form' buttons.

Student Employee Hiring Procedures

WSP Employment Hiring Procedures

Each WSP student employee that you hire and/or re-hire must visit the Financial Aid and Scholarships Office:

- A. The student prints out hiring paperwork from their student portal, MyUCLA.
- B. The student will bring hiring identification per I-9 document requirements along with hiring paperwork.
- C. Once the student(s) has completed hiring paperwork and it has been approved, the Work Study Office will e-mail the employer with a start date and will give access to the online referral form.

Note: We must re-hire returning or continuing WSP student employees each academic year and summer.

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 by the Hiring Deadline. The Work-Study Referral Form is used to authorize 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.

The screenshot shows the UCLA Student Affairs Web homepage. The navigation bar includes links for DASHBOARD, FAO, REGISTRAR, KIOSK, DEGREE AUDIT, REPORTS, and SERVICE REQUEST. The 'Referrals' link is highlighted with a red box. The page title is 'Summary - Academic Year 2015-2016'. The 'Award Period' dropdown menu is set to 'Academic Year 2015-2016'.

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

The screenshot shows the UCLA Student Affairs Web Referrals page. The navigation bar includes links for DASHBOARD, FAO, REGISTRAR, KIOSK, DEGREE AUDIT, REPORTS, and SERVICE REQUEST. The 'Referrals' link is highlighted. The page title is 'Referrals - Academic Year 2015-2016'. The 'Award Period' dropdown menu is set to 'Academic Year 2015-2016'. The 'Search by UID' field is filled with a student ID number, and the 'Search' button is clicked.

Hiring a Work Study Student, cont.

3. Click on Hire. Fill in the Pay Rate. Select the appropriate position from the drop-down list.

Work-Study Referral Form

Name:	Issued Date: 8/24/2015
UID:	Eligibility Date: 10/1/2015
Award Amount: \$1,500.00	Hiring Deadline: 1/30/2016
WSP Code: F	YTD Earnings: \$0.00
Law Student: N	Remaining Balance: \$1,500.00

Department Hiring Notice

Student Name:

UID:

Job Title: -- Please Select a Job -- ▼

Pay Rate:

Hire

Cancel

4. Click Hire once more.

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

Hiring Notice

Date Submitted: 10/23/2015

Student Name:

UID:

Job Title: Assistant 1 - Work-Study

Pay Rate: \$12.00

Dept Name: OFF CAMPUS WORK STUDY

Job Number: 4250-33

Location: 1200 Getty Center Drive , Los Angeles CA 90049

WSP Code: F

Date Hired: 10/23/2015

Hired By: Victor Cisneros

Note:

- The Off-campus agency 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.

Payroll Procedures

Time Reporting System (TRS)

- A. Timesheets must be submitted online on the TRS website for each student. Students can access TRS through the MyUCLA portal.
- B. Once submitted online the student must print out the timesheet and have an authorized agency representative sign off on the form. Signed timesheets must be e-mailed to work-study representatives by the TRS deadline for each per period.

Daily Time Keeping

- A. WSP regulations require that the WSP student employee maintain a daily time-in/time-out record of the hours they actually work. This record is maintained on the student's TRS website, the student must:
 1. Report hours to the nearest quarter hour; and (e.g., 8:03 a.m. = 8:00 a.m.; 8:26 a.m. = 8:30 a.m.)
 2. Indicate unpaid meal breaks in "time in, time out" format; and (e.g., 8:00 a.m. to 12:00 p.m.; 1:00 p.m. to 5:00 p.m.)
 3. All-time records must be turned in on time. Late time records may cause a delay in payment.

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.

- B. Your agency must:
 1. Supervise and monitor a student's work and time-keeping.

Note: Fraudulent reporting of a student's time worked can be cause for cancellation of your agency's WSP participation.

2. Secure the supervisor's signatures on the WSP Time Sheet(s).

Note: The supervisor's signature must appear on your agency's Signature Authorization form. If it does not so appear, we cannot honor the Time Sheet as valid and will return it to your agency for processing.

Permissible Work-Hours

The WSP student employee's permissible work hours:

- A. Are governed by their UC Student Status as noted on their Referral form:
 1. Undergraduate students are allowed to work a maximum of 20 hours per week.
 2. Graduate students are allowed to work a maximum of 20 hours per week. During specific academic quarter breaks or periods when classes are not in session, graduate students may work more than 20 hours per week; up to a maximum of 40 hours per week.
 3. Also limited by the student's gross remaining WSP award.

Work-Study Employee Benefits

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



Payment to University

Agency Cost Defined

By contractual agreement, your agency must advance, pay or reimburse the University for its WSP related costs of gross Work-Study wage paid to each of your Agency's WSP student employees. This cost represents items stated on page 1 "WSP related costs."

For example (50% matching & 10% admin fee):

A student who has a Work-Study award of \$1,000.00 may earn \$1,000.00 in gross WSP wage while employed on Work-Study. If they earn the entire \$1,000.00, your agency is responsible for:

- * 50% gross WSP wage paid or \$500.00 in Matching Share of payroll expense; and
- * 10% gross WSP wage paid or \$100.00, in your agency's Administrative Fee.

Thus, for the purposes of this example, the non-profit agency's "out-of-pocket" expense is 60% of this student's \$1,000.00 gross wage paid, or \$650.00.

The screenshot shows the UCLA Student Affairs Web portal. At the top, there is a navigation bar with links: DASHBOARD | SA | REGISTRAR | FAO | OSD | BFS | LGBT | KIOSK | CAREER | SLSC | DASHEW | DEGREE AUDIT | REPORTS | CSRC | LOBBY | SERVICE REQUEST. A Logout button is in the top right. Below the navigation bar is a section titled "Billing - Academic Year 2015-2016". Under this title, there are tabs: Home, Contacts, Jobs, Referrals, Employees, Billing, and Reports. The "Billing" tab is selected. To the right of the tabs is a dropdown menu for "Award Period" set to "Academic Year 2015-2011". Below the tabs, a message states: "No billing data is currently available to view".

Payment Options

To meet this financial obligation, your agency must reimburse the University within 20 days of receiving the Agency Summary statement and/or invoice.

Your agency can choose one of the following forms to submit payment:

1. Make payment online via employer portal. Under the "Billing" tab, you can view and pay your balance.
2. A check can be mailed to our office. Please follow the guidelines to ensure the check is received and applied to the correct account.
 - a. Make check payable to "UC Regents"
 - b. Include your organization's 9 digit UCLA ID number (located on invoice)
 - c. Include "Attn: Work-Study Program"
 - d. Mail to:
UCLA Payment Solutions and Compliance
Box 957089, 1125 Murphy Hall
405 Hilgard Avenue
Los Angeles, CA 90095-7089

REFUND OF AGENCY FUNDS

To request a refund of your agency funds on deposit with the University, please submit your request via e-mailed PDF with agency letterhead.

Actual processing time may take up to six (6) weeks from the date the request is received in our office.

RECORD KEEPING

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

- A. Student referral forms;
- B. WSP Time Sheets (signed by employee and supervisor);
- C. Job Postings
- D. Work-Study Student Employee Detailed Job Descriptions
- E. Student Employee Performance Evaluation (optional);
- F. Work-Study Program Agreement; and
- G. Signature Authorization forms.

How to Contact Us

Mailing Address

UCLA Work-Study Office
405 Hilgard Ave
A-129J Murphy Hall
Los Angeles, CA 90095-1435

Phone Number

(310) 206-0454

Email Address

Magdalena Chavez
mchavez@fas.ucla.edu

Theda Gill
tgill@fas.ucla.edu

Joanne Palmer
jpalmer@fas.ucla.edu