



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 Work-Study Program in the Financial Aid and Scholarships Office:

1. Administer the Federal Work-Study Program(WSP);
2. Advertise current job opportunities for our WSP employers by approving listings on our Work-Study website;

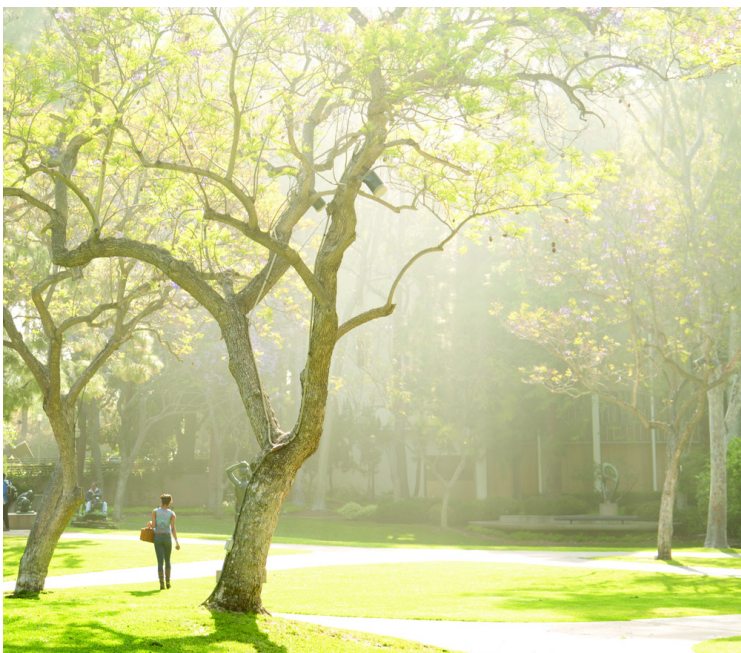
Note: Our WSP student applicants self-select the positions that interest them— we do not “place” them nor do we act as a “placement agency.”

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 award year—of which no unearned portion may carry forward to another award year/ fiscal year.
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 before exhausting their award.

EXAMPLE:

\$2700 Work-Study Award
\$18 per hour pay rate = **150 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 (In other words, 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. (Please see page 9 for Meal & Break chart)
- 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 disabled veteran; or, within

General Overview, cont.

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 agreement **MUST** be renewed annually to reestablish program eligibility. 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 (Additional note on the hiring: 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 Employer Site, the Employer's Work-Study Representative must:

1. Go to the follow the site: <https://financialaid.ucla.edu/for-ucla-staff/>
2. Click the "Employer Login" and click the "Employer Login" link.
3. Enter your UCLA Login info and then click the "Sign-in" button.
4. 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.
5. Save the Agreement as a PDF for your files.
6. 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.
Note: The Departmental Representative and the Director should **NOT** be the same person.
7. 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.
8. After the Work-Study Office approves the off-campus agreement, the Work-Study Representative will have access to the online Work-Study Employer site and all the features that are granted to the off-campus employers. An email notice will be sent out to the agency's representative to confirm program eligibility.
9. Employer can add new users to website, but new users must also establish an agreement to obtain access to the work study employer site.

Job Postings

Posting a Job on the Online Work-Study Job Bulletin

1. Log into the work-study employer website. On the homepage, click the "Jobs" tab and then click "Add New Job".

UCLA Student Affairs Web Logout

DASHBOARD | SA | REGISTRAR | FAO | OSD | BFS | LGBT | KIOSK | CAREER | SLSC | DASHEW | DEGREE AUDIT | REPORTS | GSRC | LOBBY | SERVICE REQUEST

Quick Links

Jobs - Summer 2016

Home Contacts Jobs Referrals Employees Billing Reports

Award Period Summer 2016

FSCODE Z001 - OCE - Test HOA

Search by FSCODE -

No jobs found

Jobs

No records found.

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 job.

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 Agency will be notified via email if the position was approved or denied. In case of denial, an explanation will be included in the email. The Work-Study Office may contact the Agency for additional information and/or to request that part of the job posting to be modified to meet requirements. The job(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.

UCLA Student Affairs Web CISNEROS, VICTOR Logout

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Add Job - Academic Year 2015-2016

Home Jobs Referrals Employees Reports

Award Period Academic Year 2015-2016

Interviewer Information

Name: Phone:
Email: Fax:
FSCODE: --- Please Select a PS ---

Position Information

Payroll Title: --- Please Select a Pt ---
Posting Category: --- Select a Category ---

Pay Rate: \$0.00 to \$
Hours: to
Available Positions:

Undergraduate Graduate
Fall Winter Spring
On Campus Yes Job Type F - Federal Work-Study Advertise Yes

Position Details

Location:
Description:

Qualifications:

Student Employee Hiring Procedures

WSP Employment Hiring Procedures

Each WSP student employee that you hire and/or re-hire must reach out to the Financial Aid and Scholarships Office via [Message Center](#), topic Off Campus Employers: Work Study Hiring Paperwork:

- A. The student messages the work study office of accepted job offer at your off campus agency.
- B. The work study office then send the student the hiring paperwork via DocuSign and if needed we will also set up an I9 appointment.
- C. In the mean time, while hiring paper work is being finalized, the work study office will also reach out to you, the employing agency to confirm the pay rate and job the student was hired for.
- D. Once the student has completed all needed hiring paperwork and student is approved via the UCPath hiring system, the Work Study Office will email 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

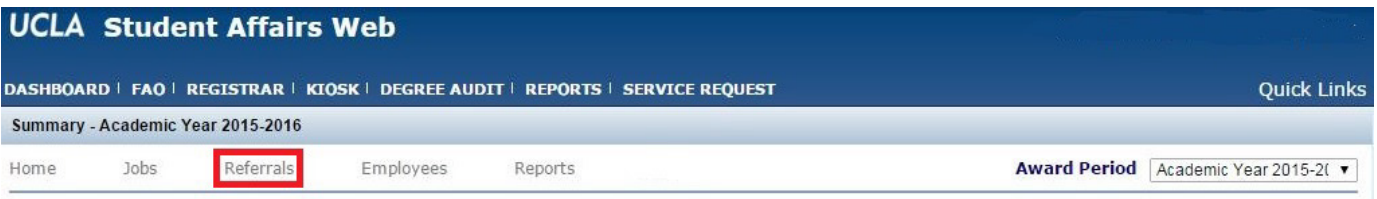
The student contacts the hiring agency directly to set up an interview. Upon deciding to hire the student, the Agency MUST instruct the student to message the work study office via Message Center to initiate the hiring paperwork process. This must be done by the Hiring Deadline.

We advise the agency to look up the student via the work study employer site to confirm student is a work study recipient. An agency can confirm this via the Work-Study Referral. The referral is used to confirm a student's participation in the program and complete the hiring. 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 earning opportunity for the employment period (Agency contribution + Work-Study funding contribution), not the work-study contribution alone.

To View and complete the Hiring via the Work-Study Referral:

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



UCLA Student Affairs Web

DASHBOARD | FAO | REGISTRAR | KIOSK | DEGREE AUDIT | REPORTS | SERVICE REQUEST Quick Links

Summary - Academic Year 2015-2016

Home | Jobs | **Referrals** | Employees | Reports Award Period Academic Year 2015-2016 ▼

2. Type in the student's UCLA ID number or name (last name, first name) and click Search .



UCLA Student Affairs Web

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Referrals - Academic Year 2015-2016

Home | Jobs | **Referrals** | Employees | Reports Award Period Academic Year 2015-2016 ▼

Referrals

Search by Name

Search by UID

Referrals

3. On the referral, you will view the student's award amount and remaining balance.

NOTE: If no referral is found, student is not eligible for work study. You may contact the work study office for additional information.

4. Only once the work study office has emailed the agency that the student has completed the hiring paperwork and is requesting you to submit the work study referral do you then Click "Hire".

5. Fill out the form by inputting the pay rate and job title the student was hired for

6. Then click Hire once more.

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:

After the Referral Form has been successfully submitted, the online Employer website generates a Hiring Notice. 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 and/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)

WSP students are paid biweekly and have a biweekly timesheet.

- A. Each WSP student must submit their timesheets online via the TRS website. An email reminder is sent out to the student and the off campus employer of the submission deadline.
- B. Once submitted online, the student must print out the timesheet and have an authorized agency representative sign off on the timesheet. The signed off timesheets must be e-mailed to the work-study office via offcampustimesheets@fas.ucla.edu by the timesheet submission deadline.

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 recorded on the TRS timesheets. The student must:
 1. Report hours to the nearest quarter hour
Example: instead of 8:03 a.m. round it to 8:00am; instead of 8:26 a.m. round it to 8:30 a.m.
 2. Indicate unpaid meal breaks in "time in, time out" format. **Example:** 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 Timesheet(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 timesheet 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.
- B. Are limited by the student's remaining work-study balance.

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 & 15% administrative 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 Agency Matching Share of payroll expense; and
- 15% gross WSP wage paid or \$150.00, in your agency's Administrative Fee.

Thus, for the purposes of this example, the non-profit agency's "out-of-pocket" expense is 65% of this student's \$1,000.00 gross wage paid, or \$650.00.

The screenshot shows the UCLA Student Affairs Web interface. At the top, there is a navigation bar with the text "UCLA Student Affairs Web" and a "Logout" button. Below this is a menu of links: DASHBOARD | SA | REGISTRAR | FAO | OSD | BFS | LGBT | KIOSK | CAREER | SLSC | DASHEW | DEGREE AUDIT | REPORTS | CSRC | LOBBY | SERVICE REQUEST. A "Quick Links" section is visible on the right. The main content area is titled "Billing - Academic Year 2015-2016" and contains a navigation menu with links for Home, Contacts, Jobs, Referrals, Employees, Billing, and Reports. An "Award Period" dropdown menu is set to "Academic Year 2015-2016". A message at the bottom of the page 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 below 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

Message Center

Topic: Off Campus Employers:
Work Study Hiring Paperwork