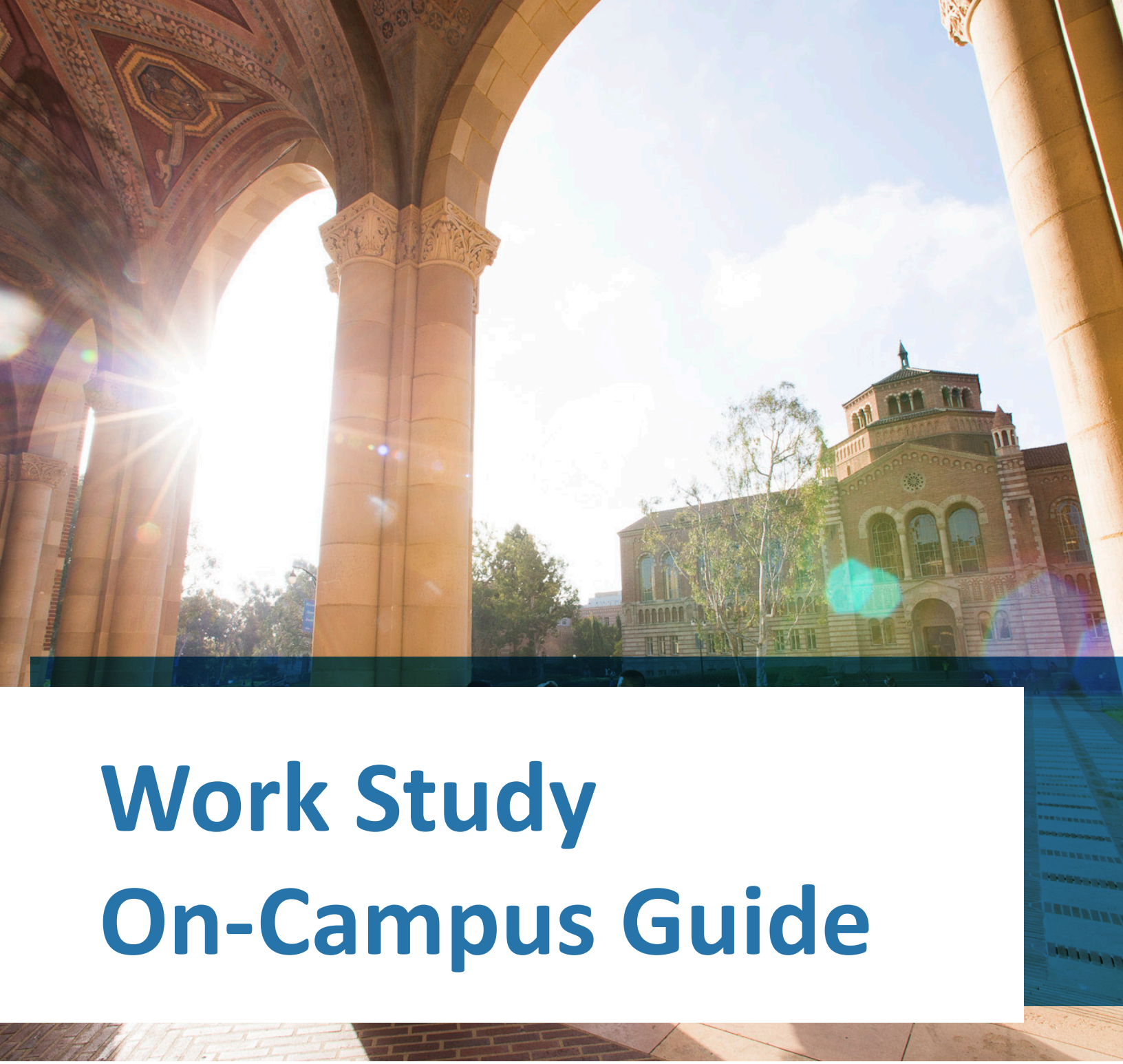

Work Study On-Campus Guide

UCLA Financial Aid & Scholarships

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 allocate 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 referred to 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 $5,500.

On-Campus Departmental Work-Study Agreement

Eligible on-campus departments who wish to employ Work-Study students must complete an On-Campus Departmental Work-Study Agreement. This will grant them access to the UCLA work-study employer site which is needed for a Department to hire a work-study student. The Department may NOT hire any Work-Study student before it's Departmental Work-Study Agreement is approved by the Work-Study Office.

To establish the Agreement and access to the UCLA work-study employer site, the department's work study representatives must:

1. Go to the follow the site:
    a. 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. Register by filling in BOTH Departmental Work-Study Representative's and their Director's information as required on the page.
    a. Note: The Departmental Representative and the Director must NOT be the same person.
5. Click Continue and complete all steps.
6. Once you have completed this registration process the Departmental Work-Study Agreement will appear.
    a. An email is sent out to the Departmental Work-Study Representative's Bruin Online address to acknowledge approval to access the Work-Study employer site.
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.
    a. 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 Work-Study employer site 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 employer site (WSES) and electronically resign your agreement.
2. On the homepage, click “View Agreement” 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 UCLA Work-Study 9ϒLJƭƵèŜŃ ăƛǘŜϒ

ᴍϕ On the homepage, click “Jobs” under the Dashboard section.

ʜϕ Select ǘƘŜ ƅ59t¢ ŎƵŘŜƅ ǀ·yŘ ǘƘŜƴ “Add New Job” óƬƛƎdzŃŜᴍύ

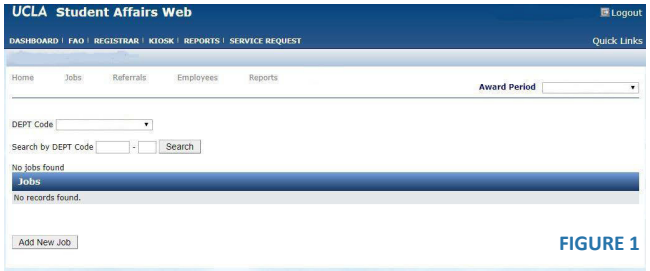

FIGURE 1

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The Department will be notified of the position's approval or denial. In case it is denied, an explanation is included in the notice.

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.

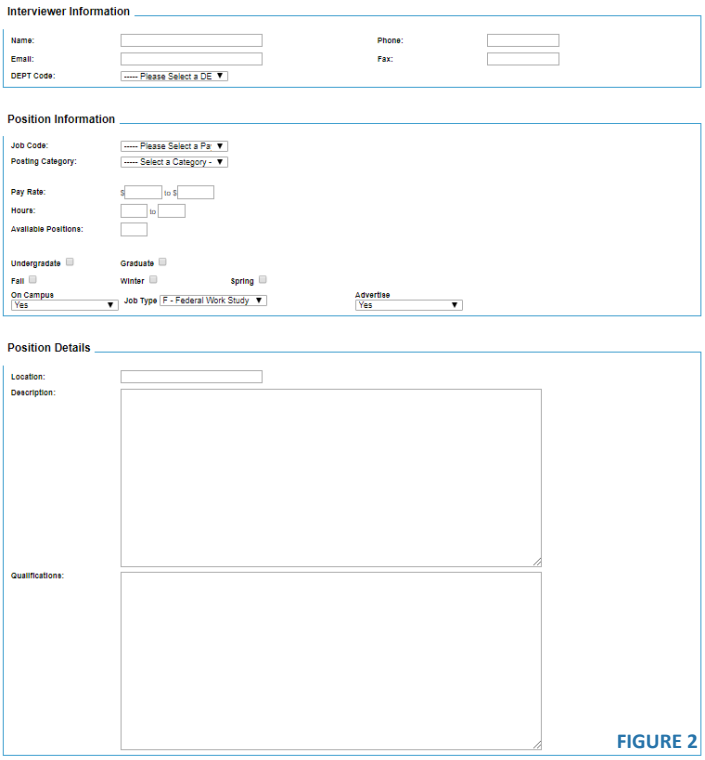

FIGURE 2

The position MUST be submitted and 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.

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 Work-Study Employer site (WSES) by the Hiring Deadline.

Work-Study Referral Form

The Work-Study Referral Form is used to confirm 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. (figure 3)

FIGURE 3

2. Type in the student's UCLA ID number or their name and click on Search Referral (Figure 4).

FIGURE 4

3. Once you have pulled up the student's referral, fill in the Pay Rate, select the appropriate Job Code from the drop-down list, and click "Hire" (figure 5)

FIGURE 5

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 **Date Submitted:** 12/2/2021

Student Name: Bruin, Josie
Job Code: Assistant 2 - Work-Study - Grade - 02
Dept Name: Off-Campus
Location: Off-Campus
Date Hired: 12/2/2021

UID: 900950900
Pay Rate: $16.00
Job Number: 4250-1
Position Pool ID: Please refer to the Work Study Referral Form
Hired By: Jessica
Hired By Email Address: jiniguez@fas.ucla.edu

Note:

The Department is responsible for processing and paying 100% of the 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

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 employer site

To Submit a Termination Notice :

1. Log into the UCLA WS Employer site.
2. Click Referrals.
3. Type in student's UCLA ID number or name and click Search Referral.
4. Click the Terminate button located at the bottom of the Referral Form.
5. Fill out the termination form
   - Total paid earnings, last working day, etc.
6. Click Submit.

After the Termination Notice has been successfully submitted, the online portal 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 6

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:

FIGURE 6

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
- 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
- Reception 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 have sufficient remaining Work-Study balance to cover their expected working hours. However, the student is NOT allowed to hold more than one (1) Work-Study position at the same time nor be employed over FTE .49. 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
- University 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

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 the UCPath Salary Cost Transfer tool.

Here are some steps to initiating a Salary Cost Transfer via UCPath:

- Go to General Ledger Administration
- Select the "General Ledger Tasks" tile
- Go to the "Direct Retro" folder
- Select "Process Salary Cost Transfer"
- Click "Add a new Value" tab and then click "Add"
- Enter the search criteria:
    - PPE date range, Empl ID of the employee, Empl Record
- then click "Search"
- Then select the Payroll Data you need to adjust
    - We advise you process up to three pay periods at a time
- then click "save" and then "run"
- Enter the FAU that is the Departments Match Cost Share on the new data section
- Select the Apply Work Study drop down
- Select Reason Code
- Make sure to provide comments and answer the Questionnaire
- Submit the Salary Cost Transferfor Approval.

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 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.
- When work-study appointments are being set-up or staffed, the work-study titles will no longer be available and departments will need to use appropriate non-work-study student titles. The University provides designated titles and title codes for students; Student 1 (004922), Student 2 (004921), Student 3 (004920), and Student 4 (004919).
- 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.

Contact Us

Message Center - Topic: Financial Aid: Work Study Payroll Questions