



CAMPUS NOTICE

FINANCIAL AID OFFICE

September 15, 2011

KEY ADMINISTRATORS/KEY SUPPORT STAFF

SUBJECT: Federal Work-Study Programs

This campus notice is designed to provide necessary administrative information to potential employers under the Federal Work-Study programs.

Work-Study Program funds are provided as a form of financial aid. We encourage the development of jobs which will offer our students an opportunity for major- or career-related work experience. Federal regulations require that a portion of our work-study funds be used for community service work. Please keep these objectives in mind when developing jobs for our work-study students.

PROGRAM DATES: Students may begin work on Monday, September 19, 2011, and may continue through Friday, June 15, 2012, or when their work-study awards are depleted, whichever occurs first. Earnings prior to and after these dates must be paid 100% by department funds.

DEPARTMENT-MATCHING PORTION: The portion departments are required to fund for the Federal Work-Study Program remains at 50%. It is unlawful to require the work-study recipient to repay or otherwise be responsible for meeting the department's portion. The other federal program for reading and mathematics tutoring of children and family literacy activities will continue to utilize 100% federal work-study funds and does not require a department match.

JOB POSTING: Departments must post available work-study jobs through the Career Services Center's on-line job entry process. If the job is open only for work-study funded students, this should be indicated. Jobs funded with work-study may be viewed by students on the Career Services Center's homepage at <http://career.ucsd.edu>

WORK-STUDY PROGRAM (WSP) DISTRIBUTION: All departments employing students with work-study hire on the Federal Work-Study Program WSP code of "F" during the effective start and stop dates. Departments authorized to hire specifically for reading and mathematics tutoring of children and family literacy activities or for civic education and participation activities that teach civics in schools, raise awareness of government functions or resources, or increase civic participation enter an "I" code in the "WSP" field on the distribution line in the Payroll Personnel System (PPS).

AWARD AMOUNT: Only an enrolled student is eligible for work-study funding. A student may view and print a copy of their web award notification via TritonLink; it lists the gross work-study amount a student can earn. Be aware that the student may have utilized some of their work-study funds with a previous employer or through another current employer. If so, the employing department should contact the other department(s) to verify all earnings to date and account for this when determining the available balance of work-study funds. For questions regarding the work-study award amount, please call the appropriate Financial Aid Office at the extension listed in the CONTACTS section below.

DEPARTMENTAL RESPONSIBILITY FOR TIMESHEETS: The payroll timesheet is considered the common timesheet and must be maintained by the department. Failure to maintain proper departmental records may result in a department's removal from the work-study program as an employing department.

Departments are required per federal regulations to:

- * Contain sufficient information on the timesheet to support all payroll disbursements.
- * Retain a copy of the original student timesheet for audit purposes.
- * Print and keep a copy of a timesheet when adjustments are made to a prior pay period when work-study funding is utilized.
- * Record the hourly rate of pay, index and fund numbers.
- * Record the breakdown of hours on the timesheet worked by a student on a daily basis.
- * Record the total number of hours worked during each pay period.
- * Obtain the supervisor's signature and date on all timesheets (The student signature is not required).

DEPARTMENTAL RESPONSIBILITY FOR RECORDS RETENTION: Departments are required to retain timesheets, as outlined above, for audit purposes. The FAO may request copies of the timesheets from departmental timekeepers if discrepancies affect the work-study funds.

DEPARTMENTAL RESPONSIBILITY FOR REVIEW OF DISTRIBUTION OF PAYROLL EXPENSE REPORTS (DOPEs): It is the responsibility of the department to thoroughly review their DOPEs. Award amounts often change throughout the year due to revisions made to the student's financial aid package. Revisions may temporarily suspend the student's work-study award and cause earnings to hit department funds at 100% until it is resolved. Therefore, it is essential that the DOPE is reviewed on a monthly basis and always before preparing an adjustment to ensure correct payroll charges apply.

WORK HOURS: Students must be paid on an hourly basis. A student can exceed 40 hours per week of work under work-study funds, though departments should review UC PPS 32-Overtime (Non-exempt employees only) before allowing any employee to work over 40 hours per week. Other policies such as UC PPS 42-Sick Leave should also be reviewed. Payment of overtime is allowed with work-study funds. It is at the discretion of the department if overtime pay is allowed. HOWEVER, fringe benefits such as sick leave, vacation or holiday pay, and other non-wage payment may not be paid with federal work-study funds. They must be paid with department funds at 100%. The WSP code distribution should be blank when entering these hours in timekeeping. The work schedule should be a mutual agreement between the employer and the employee.

PROJECTION OF HOURS: Work-Study funds may only be used to pay for hours actually worked; thus projection of hours worked is not allowed.

PAYROLL CAP: The Work-Study Program Cap prevents a charge to the Work-Study Program if the student has earned his maximum award or if the student has not met financial aid requirements. When this occurs, 100% of the student's earnings will be charged to the department for any pay earned from that point forward.

COMPLIANCE: Failure to comply with Work-Study Regulations may result in the termination of work-study funds for your department.

CONTACTS:

- *Contact Employment Services at x44472 with questions regarding employing students at UCSD.
- *Contact Payroll at x42269 (sub-2) with questions regarding payroll procedures.
- *Contact the Office of Post Awards Financial Services (OPAFS) at x2-7858 with questions regarding Operating Ledger information.
- *Contact the Financial Aid Office at the appropriate extensions listed below with

questions about a student's work-study award or required records retention.

Financial Aid Office x44480

Health Sciences Financial Aid Office x44664

We appreciate your interest in hiring work-study students and remain committed to working with you to maintain a successful and viable program.

Ann Klein
Director
Financial Aid Office