

On Campus - Work Study FAQ's 2017 / 2018

Q - What time period can students utilize *Work Study* funds?

A - First day of fall quarter through the last day of spring quarter.

- September 25, 2017 through June 15, 2018
- Work Study Funds are not available during summer.

Q - A student's total WS award is \$1500.00. Is \$1500.00 paid by the department and \$1500.00 paid by *Work Study*?

A - No.

- The total gross amount of the pay check, up to the total allocation amount.
 - 50% will apply to departmental funds & 50% will apply to WS (job description = 'F')

Q - What WS code do I input into PPS to use *Work Study*?

A - Your **APPROVED** Job Description will indicate the letter code in the subject title to input into the WSP field in the EAPP screen. (Example: 18983 - F)

Q - If a student exceeds their *Work Study* allocation amount what happens?

A - The department's FAU will be charged @ 100% of the exceeded amount the student earned.

Q - Can a student Work more than one position at a time under the *Work Study* Program?

A - Yes, but not recommended.

- The student cannot exceed 20 hours a week combined
- All departments/employers need to communicate regarding allocation split percentage to each position.
Ask your student: Are you Working somewhere else and using Work Study?
- Distribution % - combined distributions cannot exceed 49% total

Q - What title codes are used for On Campus *Work Study* students?

A - 4922 (Assistant I), 4921 (Assistant II), & 4413 (Community Service Mentor)

Q - My department's FAU did not reflect the *Work Study* split?

- Was the Placement Form sent to Financial Aid?
- Is the WSP field, on the EAPP screen in PPS populated to match job description?
- Did the student exceeded their allocation amount?

Q - When processing a Single Expense Transfer (S.E.T) what fund number do I transfer money to for *Work Study*?

A - 23499

Q - Who posts Job Descriptions?

A - The employer/department posts the job descriptions to SCOTJobs every academic year.

- <http://www.careers.ucr.edu/>

Q - Does a student need to complete the Placement Form and Job Description *every year*?

A - Yes - even if returning the same position

Q - Where is the Placement Form & Job Description located?

A - Career Centers Website: <http://www.careers.ucr.edu/> - SCOTJobs

Q - What do I do with the Job Description & Placement Form after I hire a student?

A - Make a copy for your records, send ORIGINAL Placement Form and **AUTHORIZED** Job Description to Financial Aid.

- Information for On/Off campus is specified on Placement Form

Financial Aid: <http://finaid.ucr.edu/> (951) 827-5429.....Award Amounts; Eligibility Periods; Billing

UCR Career Center: <http://www.careers.ucr.edu/> (951) 827-3631.....Job Postings & Hiring Process