Q & A – On Campus Work Study  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 WS Program?
A - Yes, but not recommended.
   • The student cannot exceed 20 hours a week
   • All departments/employers need to communicate regarding allocation split 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 WS students?
A - 4922 (Assistant I), 4921 (Assistant II), & 4413 (Community Service Mentor)

Q - My department’s FAU did not reflect the Work Study split?
A - Was the Placement Form sent to Financial Aid?
   • Was 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 WS?
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 WS process of completing a Placement Form and Job Description every year?
A - Yes

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