

GUIDELINES for UCLA GRADUATE WORK-STUDY PROGRAM (GWSP)

1. **Purpose:**

Provide federal work-study grants to “financially need eligible” graduate students to complete part-time paid internships, community service, research projects, or other endeavors closely related to their academic degree program. Graduate students working on a research project in his/her discipline qualify for funding. Students should not be employed as clerical assistants to departmental administrators and other functions not related to their graduate education.

2. **Matching Requirements:**

A department or outside agency that hires a graduate student through the GWSP will pay a percentage of the student’s total earnings (***the percentage is currently 30%***). This percent may not be paid from federal funding sources. The Work-Study program will pay the remaining salary (***70%***). The matching requirement is determined by the federal government and the University, and ***is subject to change***, depending on the availability of funds.

- Departments are billed for their share of earnings through the University Payroll Office. Thirty percent (30%) of expenses will be indicated on the departmental full accounting unit on the Expense Distribution Report (PPP530). The departmental account will also be linked to the current year federal work-study fund and will list the remaining expenses.
- The department is responsible for reconciling the General Ledger (FS0100) which shows departmental charges.
- Any discrepancies or corrections should be reported to the Work-Study Office.

3. **Award Amounts:**

\$5,000 minimum to \$15,000 maximum per student to be used between July 1 and June 30 of each fiscal year. Amounts below the \$5,000 will require an exception request and approval from the Graduate Division.

4. **Departmental Responsibilities:**

- Develop effective plans and strategies to market the program to its graduate students and faculty.
 - Create internal research jobs with the faculty to assist graduate students with practical work experience.
 - Advertise the program with the faculty who may need assistance with their research, but may not have enough funds.
 - Identify outside paid internship programs with non-profit organizations that are related to the student’s field of study.
 - Ask students who have need to identify outside paid internship with a non-profit agency.
- Establish internal student selection criteria and process. When developing internal selection criteria the primary condition should be “Need Base.” Departments are encouraged to develop wait lists.
- Inform students that the amount received under the GWSP may have an impact on other Financial Aid funding (such as loans, not merit based fellowships). Students should be referred to the Financial Aid counselors for more information.
- Renew the On-Campus Work-Study Agreement every year. This information is available at the following website: <https://www.fao.ucla.edu/wrkstd%5Femployer/> under **Getting Started**.
- Creating a job description:
 - Submit job description directly to the Work-Study employer section by following these steps:
 - Log into the Work-Study employer section <https://www.fao.ucla.edu/wrkstd%5Femployer/>
 - If this is your first time follow the instructions located on the top right hand side: How do I?
 - Select create a new job

- Under **Job Type: select Grad Masters Work-Study Program**. Please make sure to select the appropriate category as this will allow Graduate Division to provide their approval prior to making it available to any perspective applicant.
- Email Ana Lebon (alebon@gdnet.ucla.edu) the job number that is assigned at the time of entry into the work-study website (she has access to the information and will use it as an electronic submission to expedite the process).
- After the job description has been approved by the Graduate Division, submit the Work-Study Program Participation Request to the Work-study Office attn: Ana Lebon. This can only be submitted by the authorized personnel from each unit. The top portion must be completed by the student and the bottom portion must include department's information and approval. **Please note that this form will not be approved unless the job description has been approved by the Graduate Division.**
- Submit the student's online referral form to the Work-Study Office by the placement deadline. Appointment should not be entered in EDB prior to this submission.
- Process EDB appointment. For instructions refer to the online **Work-Study On-Campus Employer Guide** located at: https://www.fao.ucla.edu/wrkstd%5Femployer/pdf/On_Campus_Employer_Guide.pdf

5. **Student Eligibility:**

- Must be a graduate student.
- Must maintain satisfactory academic progress.
- International students are not eligible to participate.
- Must have Work-Study eligibility:
The UCLA Financial Aid Office is responsible for determining students' financial need and eligibility for Federal Work-Study funds. The following briefly describes the student application process:
 1. Students submit a completed Free Application for Federal Student Aid (FAFSA) to the federal processor. The *priority* filing deadline is **March 2nd** in order to be considered for Work-Study funds for the following academic year.
 2. Federal Work-Study is one component of a financial aid package offered to the student which may also include grants, fellowships, and/or student loans.
 3. eFAN (Electronic Financial Aid Notifications) notifies students of their eligibility. Upon indicating acceptance on an eFAN, the student will be able to view their Work-Study Job Referral Form on the online Work-study job bulletin (WSJB). The Student is required to read the Student Guide to the Federal Work-Study Program, which is available at the Work-Study's homepage (<http://www.fao.ucla.edu/workstudy>). The Student Guide provides instructions for locating available positions using the online WSJB and the conditions governing the program. The Work-Study Job Referral Form serves as confirmation of eligibility to on-campus departments and off-campus organizations wishing to hire a Work-Study Student. Each student is responsible for contacting potential employers and arranging job interview.

6. **Enrollment Requirements:**

- **Summer Appointments:**
Federal guidelines require enrollment during the summer. In an event the student does not enroll, federal guidelines require the application of 'Summer Savings' and mandatory enrollment during the preceding Fall term. Summer Savings is an advancement of the academic year's funding; therefore the student's eligibility throughout the academic year will be impacted.
- **Academic Year**
Federal aid programs require that students be enrolled in a minimum number of credit hours to establish eligibility for federal funding. Graduate students must maintain at least four (4) units of academic course work credit per quarter to access federal student aid. This provision applies equally to summer and academic year terms (non-summer enrollment subjects students to summer savings). Students selected for participation by their

school or college must complete the Participation Form and have it approved by their department or school office.

Approval at the departmental or school level is at the discretion of the appropriate Academic Dean.

7. **Permissible Working Hours:**

Work-Study students may work a maximum of twenty (20) hours per week, including winter and spring breaks. (The employer is responsible for 100% of hours worked in excess of twenty (20) hours per week). The employer must supervise and regulate all students' services and performance.

8. **Title and Pay Rate:**

- Use SRA title is permitted - Special exception to policy prohibiting appointment of graduate students as SRAs. (Exception only for federal work-study funds).
- GSR and ASE titles can be used for GWSP positions. Appointments under this title at 25% time or greater but no higher than 50% time are eligible for remission benefits. These are paid at 100% by the hiring department via a form 10 or by providing Graduate Division with a remission roster and a Full Accounting Unit (FAU) to charge the total amount.
- Pay rate must be reasonable based on job responsibilities and qualifications. It should not be determined based on the amount of GWSP award and the remainder of the potential employment period for the year.

9. **Remissions:** cannot be covered by federal work-study funds. Departments must cover these at 100%.

10. **Compliance:**

- Adhere to all guidelines and regulations for federal work-study.
- Both on-campus and off-campus employers must establish a Work-study Agreement with the Work-Study Office. Annual renewal of the agreement is required in order to obtain continuous participation eligibility.
- All positions that have been approved by the Graduate Division must also be submitted to Work-Study Office as the positions must meet federal Work-Study standards.

11. **Questions:**

Brianne Ojeda Financial Aid Office (206-0454)
Ana Lebon, Graduate Student Support Office (825-1025)

12. **Deadlines:**

DATE	DEADLINE DESCRIPTION
SUMMER 09	
May 1 st – June 15 th 2009	Outside Agency participation request to the Academic Department
June 1 st 2009	Begin application submissions to Financial Aid
Wednesday July 1st, 2009	First working day
August 8th 2009	Last day to submit job descriptions to Graduate Division
Friday August 14th, 2009	HIRING DEADLINE FOR SUMMER
Friday September 11th, 2009	Last working day of summer
ACADEMIC YEAR 2009-2010	
Monday October 1, 2009	First working day (Quarterly students)
November 1 st – 30 th	Outside Agency participation request
12/18/09	Last day to submit job description to Graduate Division for academic year 09-10
Friday January 29, 2010	Hiring deadline
Friday 6/11/2010	Last working day
<p>*Note: • The deadline is subject to change based on availability of Work-Study Program funds. Please review on-line Work-study Program Calendar (http://www.fao.ucla.edu/workstudy/pdf/calendar.pdf) for any changes. • Web updates occur daily through placement deadlines. • A Work-Study employee may not work Saturdays, Sundays, or holidays unless his/her regular Supervisor is also working.</p>	

SUMMARY OF WORKFLOW STEPS

(Please refer to the complete guidelines for more detailed explanation to policy)

DEPARTMENT RESPONSIBILITIES

1. Establish/Renew the On-Campus Work-Study agreement every year: <https://www.fao.ucla.edu/wrkstd%5Femployer/>
2. Create job description:
 - Log into the Work-Study employer section
<https://www.fao.ucla.edu/wrkstd%5Femployer/>

LOGIN

[WS Calendar](#)

[Newswires](#)

[Publications](#)

[Contact Us](#)

ON CAMPUS - EMPLOYERS

Login

Forgot Password?
Register Now

UCLA Links

- ◆ Bruin Online
- ◆ Payroll Office
- ◆ Campus Human Resources
- ◆ Career Center

External Links

- ◆ California Labor Law
- ◆ Dept of Homeland Security
- ◆ I-9
- ◆ Federal Work Study Regulations
- ◆ California Labor Regulations on Meal Periods
- ◆ **Career Week 2007:** Advance in the Career Game - Strategies for Your Success.

[Main Menu](#)

Getting Started.....

- ◆ Review the On-Campus Employer Guide
- ◆ Set up your UCLA Logon
- ◆ Complete your departmental Work-Study agreement
- ◆ Fax your agreement to WSO at **x65530**
- ◆ Join the Work-Study listserv
- ◆ Log into WSJB and initiate the placement process
- ◆ University Holiday Calendar: 2006-07 | 2007-08

Work-Study Payroll

- ◆ Work-Study Payroll Adjustment Guide
- ◆ Time Record Guide
- ◆ WSP Codes
- ◆ Invalid Accounts
- ◆ Setting program limits:
 1. New Hires (coming)
 2. Re-Hires (coming)

Contact Us

- ◆ Office Address
- ◆ Office Phone Numbers
- ◆ Window Service Hours
- ◆ General Email Address

What's Happening

Navigation Upgrades

Placement

- ◆ Retrieve and/or create a "Job Requisition" (coming soon)
- ◆ Tips to "Writing a Winning Job Requisition"
- ◆ 10 things to know about the "Online Referral Form"

Get Adobe
Acrobat:



- Select **create a new job**

Work-Study Home

Home | Jobs | Employees | Referrals | Announcements | View Agreement | View Calendar | On-Campus Employer Guide

Log Off

Job Summary

Status	Jobs	Positions
Submitted	7	13
Filled	5	11
Advertised	2	2
Processing	0	0
Invalid	0	0

Fetch Jobs:

5300 Current

Interviewer: Current

Create Jobs:

[Create a new job](#)

[Retrieve a job from last year](#)

Administration:

[Find User](#)

140 new users need to be approved.
2 new jobs need to be approved.

SELECT

How Do I?

- [Submit a job?](#)
- [Edit a requisition form?](#)
- [Edit a referral form?](#)
- [Remove a job?](#)
- [Repost a job?](#)
- [Retrieve a job?](#)
- [Place a student?](#)
- [Review balances?](#)
- [Terminate a Job?](#)

Links

- [myUCLA](#)
- [URSA](#)
- [UCLA Financial Aid](#)
- [UCLA Home](#)

Employee Summary

WSP	Employees	SID:	<input type="text"/>	Current <input type="button" value="View Student"/>
B	1	Name:	<input type="text"/> <th>Current <input type="button" value="View Students"/></th>	Current <input type="button" value="View Students"/>
F	10			

- Under **Job Type**: select **Graduate Masters Work-Study Program**.

Work-Study Job

Home | Jobs | Employees | Referrals | Announcements | View Agreement | View Calendar | On-Campus Employer Guide

Job Requisition Form

Interviewer Information:

Name:
Phone:
Email:

Department:
Fax:
FSCode: 5300

Position Information:

Payroll Title:
Pay rate: \$ to \$
Available positions:

Code: (What's this?)
Hours per week: to

Period Needed: Fall Winter Spring

Eligible students: Undergrad Graduate

Is job... ...on campus? ...community service? ...supposed to be advertised?

Posting Category: Clerical/Office

Is this a Graduate Masters Work-Study Program? ... No Yes

Position Details:

Location:

Description:

Qualifications:

SELECT

- Obtain Graduate Division's approval for the job description:

- Email Ana Lebon (alebon@gdnet.ucla.edu) the job number that is assigned
4. Submit Graduate Work-Study Program Participation Request to the Graduate Student Support Office attn: Ana Lebon. **This should only be submitted by the authorized personnel from each department upon obtaining approval for the job description from Graduate Division. The form will be returned if the job description has not been approved.**
 5. Submit the student's online referral form to the Work-Study Office by the placement deadline.
 6. Process EDB appointment. For instructions go to pages 6-11 on the "Work-Study On-Campus Employer Guide.

NOTE: Departments must not hire the student unless they have received final award approval from the Financial Aid Office.

OFF-CAMPUS ORGANIZATIONS' RESPONSIBILITIES

1. Must be approved by the Work-Study Office as an off-campus organization.
2. Must pre-qualify each distinct Graduate Work-Study position by submitting a job description to a participating academic department.
3. With approved GWSP position(s) the organization must submit a **Graduate Federal Work-Study Program Agreement** packet to the Work-Study office.
4. Complete, and sign the student's referral form (paper version) and direct the student to the Work-Study Office to complete new hire and payroll paperwork.

NOTE: Must not hire the student unless it has received final award approval from the Financial Aid Office.

STUDENT RESPONSIBILITIES

1. Must submit a completed FAFSA by the deadline March 2, 2009 for 2009-2010 Academic Year.
2. Must have Work-Study eligibility.
3. Must be enrolled during the summer and/or academic year.