



Graduate Work-Study Program

UCLA GRADUATE DIVISION

UCLA

Financial Aid Office
A Department of Student Affairs



Overview of the Program

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What is the benefit of Work-Study?

Student:

- Earn money for college costs
- Earn a minimum of \$5,000 up to a maximum of \$15,000 year
- Can secure academic career-oriented employment
- Monies earned are considered non-income according to FAFSA; therefore it does not affect their financial aid eligibility for the following year

Department:

- Allows department to save 70% of the student's salary. 30% salary cannot be from federal funds.



**What are the steps involved to participate
in the Graduate Work-Study Program
(GWSP)?**



1. Create a job description which closely matches the student's academic degree program. Graduate students working on a research project in his/her discipline qualify for funding.
2. Submit it to Graduate Division for approval
3. If approved, post it to the Financial Aid Work-Study website: Job Type = **Grad Work-Study Program**



4. Submit a completed Work-Study Program Participation Request to: 1228 Murphy Hall, MC 14440 | attn: Ana Lebon

5. Submit the student's online referral form before the student is paid from WS funds

*Student is not allowed to work until they receive an email confirmation from the Work-Study Office

*NO EDB appointment may be entered before the referral



What is the Student's Eligibility Criteria?

1. Must be a graduate student
2. Must have filed the FAFSA by the March 2nd deadline
3. Must have Work-Study eligibility as indicated on the Efan offer
4. Must maintain satisfactory academic progress
5. Must maintain at least four (4) units of academic course work



Can a student hold both a work-study and non-work study position?

Yes, but both appointments can't combine to anything more than 49%

*unless prior approval has been obtained from the Graduate Division



How are students paid?

Preferably Monthly

PPEAPP0-E1595 EDB Entry/Update 10/26/09 10:27:10

10/21/09 20:50:51 Appointments/Distributions Userid: FABMO

ID: 000-000-000 Name: BRUIN, JOE Emp Stat: A Pri Pay: MO

PAF Gen No: 1 Page 1 of 2

Appt Actions Pgm Typ Bas Pd Ovr Appt Begin Appt End Dur Dept FLSA SubL

10 1 4 100109 061110 425000 0 GM

Title Grade %Full F/V Ann/Hr Rate Rt Sch Time LV

4000 STUDENT AID, OUTSIDE AGENCY 0.49 V 17.0000 H BW Z F

A student can get paid: bi-weekly or monthly

Dist Actions L Acct CC Fund PC S FTE Dis %

11 4 627436 67436 2 WORK STUDY-FINANCIAL AI 0.4400

Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP
100109 061110 17.0000 REG B

Dist Actions L Acct CC Fund PC S FTE Dis %

12 4 627436 67436 2 ACCT-FUND NOT IN FS 0.0500

Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP
100109 061110 17.0000 REG

Student must have two dist's:
1) w/WSP
2) w/out WSP

Next Func: ID: Name: SSN:

U0001 Input accepted

==>

F: 1-Help 2-Jump 5-Cancel

F: 8-Forward 9-Update



What titles can be used?

- GSR
- ASE
- SRA
- Lab Assistant
- Student Titles



Can a student increase their initial request after it's been approved and have already started working?

It is best to set the increase to the correct amount initially, but yes it can be increased again if the funding is still available and the student still has room within their financial aid package.



Is \$5,000 the total amount that includes the department's and the work study portion or is it just the 30% that the department must pay

This is the minimum salary that the student must earn and includes both the 70% and 30%



In a job description, do we have to commit to a certain number of hours/money that we will give to the student or is it up to us as long as we meet the \$5,000 award min

As long as he meets the \$5,000 minimum, so think about that when you are calculating the number of hours and pay rate.



Is the department obligated to pay remissions for a student, who is over 25% or is it at the department's discretion

Yes, the department covers 100% of the remission benefits if the student is hired at 25% or greater under this program.



We currently have one student on the GWSP for F09 for a GSR position. The same student also holds a TA position for F09 and we now want to put him on the GWSP for the TA position as well.

The student may hold only one work-study job at a time. You may hire him as a TA, but you'll have to cover the salary at 100%



How will I know what the award amount is?

The award amount is calculated as follow:

$14.00(\text{pay rate}) \times 20 (\text{hours week}) = \280

$\$280 \times 11 (\text{weeks in the quarter}) = \$3,080$

$\$3,080 \times 2 (\text{quarters}) = \$6,160$

* 10 weeks of the quarter + finals week



Potential Problems

Students have argued that they were not aware of the decrease in their loan amounts

To be completed by the student

Student GWSP Participation Request:

Fill in requested GWSP amount for Academic Year Work-Study: \$ _____ *(min. \$5000).

* Please note: the maximum GWSP award (summer + academic year) cannot exceed \$15,000.

I, the undersigned, have read and understood the above information concerning Academic Year GWSP participation and agree to adhere to those guidelines. I understand that I may not begin employment until my employer has received authorization from the Work-Study Office. *I further understand that a work-study award or increase to my existing award may require a reduction to one or more of the following 09-10 awards: Federal unsubsidized loan, Federal subsidized Stafford loan or Federal Perkins loan. The reduction will appear on my academic year Electronic Financial Aid Notification (eFAN).*

STUDENT SIGNATURE

DATE

Email address: _____ Local phone #: _____

**Return first three pages of packet to
Graduate Student Support Office**



Performing Expense Transfers

Departments need to process expense transfers using the RX/LX screen rather than processing an NPEAR



Students must be paid on time regardless if they have submitted time sheets. Failure to do so may result in 100% charges to the department's account



EXAMPLE

GSR hire at step 6

Category	Percent Hire	Monthly Pay Rate	Total Quarter Earnings	Total Department Funding *	Total Work-Study Funds	Total Savings to Dept	
GWSP	50%	\$3,893.00	\$5,839.50	\$1,751.85	\$4,087.65	\$4,087.65	30% -70%
WS	50%	\$3,893.00	\$5,839.50	\$2,919.75	\$2,919.75	\$2,919.75	50%-50%
Not participating	50%	\$3,893.00	\$5,839.50	\$5,839.50	\$0.00	\$0.00	100% by dept

* Does not include the cost of remission benefits



Example

Teaching Associate Hire at 25%

Category	Percent Hire	Monthly Pay Rate	Total Quarter Earnings	Total Department Funding *	Total Work-Study Funds	Total Savings to Dept	
GWSP	25%	\$4,126.56	\$3,094.92	\$928.48	\$2,166.44	\$2,166.44	30% -70%
WS	25%	\$4,126.56	\$3,094.92	\$1,547.46	\$1,547.46	\$1,547.46	50%-50%
Not participating	25%	\$4,126.56	\$3,094.92	\$3,094.92	\$0.00	\$0.00	100% by dept

* Does not include the cost of remission benefits

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:</p> <ul style="list-style-type: none"> • 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. 	



Important Links

UCLA Graduate Work-Study Program

[Guidelines for UCLA Graduate Work-Study Program](#) (PDF-198KB)

Program description along with department, off-campus organizations, and student responsibilities.

[Graduate Work-Study Program Flow Chart](#) (PDF-86KB)

Required steps for participation in the graduate work-study program.

[Graduate Work-Study Program Applicant Participation Request \(Academic Year\)](#) (PDF-53KB)

Student request form, employer's petition for graduate work-study position, and work-study questions and answers.

[UCLA Work-Study Office](#)

Student guide to the work-study program and program calendar.



OPEN FORUM