Employer Handbook

Federal Work-Study (FWS) Program

2018-2019

UNIVERSITY OF VIRGINIA
Student Financial Services
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I. THE FEDERAL WORK-STUDY (FWS) PROGRAM

Federal Work-Study (FWS) is a federal program established by the Higher Education Act of 1965, as amended in 1992. Rules and regulations governing the program are established by the U.S. Department of Education. FWS encourages part-time employment opportunities for students with demonstrated financial need. Under FWS, student wages are partially funded by annual federal appropriations. At the University of Virginia, student wages are subsidized at 70% from federal funds, and the remaining 30% of wages is paid by the student’s hiring department or approved off-grounds employer.

*The University of Virginia Health System and University Physicians Group is not eligible to hire FWS students. If you have concerns, please contact Student Financial Services for further information.*

**Eligibility**

Student Financial Services (SFS), as administrator of the FWS Program, determines FWS eligibility and awards based on the student’s financial need. Financial need is determined after the student completes the Free Application for Federal Student Aid (FAFSA) and provides all other required documents to Student Financial Services. SFS will automatically consider work-study awards for undergraduate students. Some graduate students may also be awarded work-study; however, unlike undergraduate students who are automatically considered for work-study, graduate students must indicate their interest in Federal Work-Study on the FAFSA.

All students must be enrolled full-time in a degree program to be eligible to work as student employees, according to [University Wage Authorization](#). Full-time is defined as enrollment in at least 12 hours in a term.

Students awarded FWS will be notified by e-mail to review the Federal Work-Study Student Handbook available on SFS’s website. Any student who is interested in obtaining a work-study position must “accept” his or her work-study award in the SIS Student Center.

Departments have access to student eligibility lists (students awarded FWS for the academic year) through University Business Intelligence (UBI), as outlined later in this handbook.

**Award Amounts**

The standard annual award amount is $3,000-$4,000 for undergraduate students, and $5,000 for graduate students. The actual amount of a student’s work-study award is available to view in the student’s SIS Student Center.

A FWS award represents the maximum amount students may earn in FWS funds for the academic year or award period. This includes both the 70% paid by FWS and the 30% paid by the department. The actual amount earned depends on the hours worked each week and the pay rate established by the employer. A student may not earn more than his/her total FWS award. Once a student reaches the award limit, he/she must either stop working or obtain departmental approval to continue working. In the latter case, any wages earned above the FWS allocation will be paid 100% by the department.

FWS awards are subject to change even after a student begins working. This is especially true if the student receives additional financial assistance, such as an outside scholarship or award that was not considered in the initial financial aid package. Student Financial Services will notify the student by adjusting the work-study award on the SIS Student Center if it is determined that the FWS award has to be reduced or canceled as required by Federal regulations. If a FWS award is canceled, the hiring department must use departmental funds to pay 100% of the wages for the student.
**Obtaining a FWS Position**

Federal Work-Study positions are available through Handshake, an online data system overseen by the University Career Center (UCC). With this electronic platform, students can search and apply for FWS jobs, follow employers, store documents, access specialized resources, and connect with Career Center staff.

Most student employees remain in the same job or with the same employer for the academic year. Sometimes students may find it necessary to change jobs for various reasons. Students are encouraged to seek other job opportunities in Handshake if they wish to change employers.

Students who work multiple work-study jobs should notify their departments that they have accepted more than one work-study position. In addition, students may not be hired into a faculty or staff position and a work-study position due to the FICA tax exemption on work-study earnings.

Please note, all University departments, schools, and offices are eligible to hire students who have been awarded Federal Work-Study funds. Interested parties must register for their own access to Handshake with the University Career Center (UCC).

**Dates of the FWS Program**

The 2018-2019 earliest and latest dates to work a FWS position are as follows:

- Students enrolled for both the fall and spring semester have a start date of August 28, 2018 and an end date of May 10, 2019.
- Students enrolled for the fall semester only have a start date of August 28, 2018 and an end date of December 18, 2018.
- Students enrolled for the spring semester only have a start date of January 14, 2019 and an end date of May 10, 2019.
- Work-study is not available during the summer.

**Work-Study Coordinators’ Listserv**

Periodic communication is sent from Student Financial Services (SFS) to the work-study coordinators listserv. If you would like to be added to this listserv, please email Scott Miller at sm4be@virginia.edu.
II. TRAINING: INTRODUCTION TO FEDERAL WORK-STUDY

Hiring departments must designate one or more employees as the work-study coordinator(s) and list a designated employee on the Federal Work-Study voucher. The work-study coordinator is required to complete the Introduction to Federal Work-Study training course through the Integrated System.

Instructions for enrolling in a class are also posted at http://www.hr.virginia.edu/other-hr-services/employee-development/sys/employee-self-service-toolkit.

1. Log in to the Integrated System and find the training module using the search function. Click the link for Introduction to Federal Work-Study-SIS.

2. Click the linked Course Name for information, or the envelope icon to enroll.

3. After you’ve clicked the envelope to enroll, click the Apply button.

4. The course displays on your Learning Management Home page. To launch the course, click the Play button.
III. CREATING A HANDSHAKE ACCOUNT

Handshake is the recruiting platform for University of Virginia students and alumni. Employers can use Handshake to post job announcements, manage on-Grounds interviewing, advertise presentations, connect, and more. Employers who advertise through Handshake need to create an employer account to use the system.

To create an account, you will need to visit https://app.joinhandshake.com/login, and click the link to “Sign up for an Account”.

You will be guided through the registration process. Please make sure to select “Employer” when asked for the type of account. Confirm your email to complete the registration process. Once you confirm, a new browser window should open. Indicate “University of Virginia” as your company, and click “Join Company”.

Note that access must be granted in order for you to use Handshake. You will receive a Handshake notification once your account has been approved. Once your Handshake account has been approved, connect with the University of Virginia and add your academic division, using the following convention:

University of Virginia - Department Name - Office Name

For example, University of Virginia - School of Engineering and Applied Sciences - Center for Engineering Career Development.

Please visit http://career.virginia.edu/employers/frequently-asked-questions for more information, instructions, and helpful screenshots related to creating a Handshake account for employers.
IV. POSTING A JOB IN HANDSHAKE

All departments who wish to hire a FWS student must have a job posting in Handshake. You may use a past date when prompted for the expiration date if you already have a FWS student hired and do not need your job posting to be active.

To post a job, log in to Handshake. Start by selecting Job Templates on the left hand side. Choose ‘New Job’ in the upper right hand corner.

Select a job title, and complete all required fields. If you have additional application instructions that interested students must follow to be considered, these can be entered in the Details section.

Many employers will choose to cut and paste the job description, skills and responsibilities into Handshake from another document. This is acceptable, as long as the posting features all required information as noted below:

- Name and address of employer
- Job purpose
- Responsibilities and duties
- Qualifications
- Start and end date
- Wage rate or range

IMPORTANT: Job postings must contain the above information in order to comply with the federal work-study program. Departments who submit job postings with insufficient information will be asked to revise their posting. Non-compliance will result in the department paying 100% from their department award until a complete job description is submitted.
If you are only interested in hiring students who qualify for federal work-study, be sure to check Work Study Job? on the Requirements tab.

When finished, click the green Create button at the bottom right.

Remember that the job description must be included with the Federal Work-Study Voucher submitted to Student Financial Services (see Hiring a Work-Study Student below). To print the Handshake job posting, right-click the posting and select Print (Internet Explorer), or select Print from the tools menu (other browsers). Include the entire posting with your emailed voucher.

Please visit http://career.virginia.edu/employers/frequently-asked-questions for more information, instructions, and screenshots related to posting jobs in Handshake.
V. ELIGIBILITY AND EARNINGS REPORTS IN UNIVERSITY BUSINESS INTELLIGENCE (UBI)

Hiring departments will be responsible for running work-study eligibility reports and work-study earnings reports in UBI. Proper security access and training must be completed in order to access these reports.

Requesting UBI Responsibilities in ESHARP

Once you have received access and completed UBI training, you will be able to view the Work-Study Module. Select the “UBI” button from the Integrated System page http://its.virginia.edu/integratedsystem/. Select the drop down menu for “Category” and select “Work Study”. Open the “Work_Study_Module.qvw” for the Access point.
The Work Study module provides Labor, Central and Savings Audit reports.

**Labor Audit**

Labor Audit displays Offered and Accepted Work-Study Award amounts, actual Work-Study wages as shown in LD and SIS, and the difference between the totals in the two systems. The distribution of W-S Wages by Award Type (Department vs Work Study) is shown by Employee. In addition, W-S Wages are shown by Employee, by Project Owning Org, Date, Award Type, Award Number, Project Number, and Assignment Number.

**Central Audit**

Central Audit compares W-S Wage Earnings shown in LD and SIS, and highlights differences. In addition, W-S Wages are compared to Award Offered & Accepted Amounts, to highlight the 'Aid Year Remaining Amount'.

**Savings Audit**

Savings Audit shows both 'Wages, WS\*' and 'Wages, Student' Expenditure Types, to identify opportunities to reclassify wages as W-S earnings.

For more information and video demos of the UBI Work Study module visit the UBI Community, select “Training & Resources” then under Finance Materials select “Work Study”. This web link for this material can be found at [https://ubicommunity.virginia.edu/community/resources-documentation](https://ubicommunity.virginia.edu/community/resources-documentation).
VI. HIRING A WORK-STUDY STUDENT

Student Financial Services will direct eligible FWS students to Handshake to search for a work-study position. With this accessible electronic process, students can search for FWS jobs based on their own interests and class schedules. Students can also contact employers directly to discuss job duties, how to secure the job, and to complete all required FWS paperwork.

Departments may hire students for a short term project as long as the length of employment is disclosed to the student and included in the job description.

If your job position does not comply with federal regulations, your department will be responsible for paying 100% of the student’s wages that were earned. Ineligible jobs contain any of the following characteristics:

- Displace employees (including those on strike) or impair existing service contracts. Replacement is interpreted as displacement.
- Partisan or nonpartisan political activity
- Constructing, operating or maintaining any part of a building used for religious worship or sectarian instruction
- Solicit, accept or permit soliciting of any fee, commission, contribution or gift from a student as a condition of employment

Students may have multiple work-study assignments and/or multiple student assignments. If a student with multiple work-study jobs earns more than his/her work-study award, then it is the HRMS’ responsibility in each department to process an LD adjustment to move wages from the work-study award to the departmental award for the earnings in excess of the work-study award.

Students may not be hired into a faculty or staff assignment and a work-study assignment due to the FICA tax exemption on work-study earnings. In the event that a student is hired into a faculty assignment and a work-study assignment, the student will need to choose which assignment he/she wishes to retain. If the student choose the faculty assignment, all work-study earnings paid to the student must be adjusted from the work-study award.

Students may not be paid as a work-study student for hours worked which exceed 40 hours in a week. Per University Wage Authorization, only full-time (at least 12 credit hours) students enrolled in a degree program may be hired as student employees. It is the hiring department’s responsibility to ensure that they comply with this rule.

Federal Work-Study Voucher

Once you have a student that you would like to hire and have checked the UBI eligibility report (see Chapter V of this handbook) to ensure that he/she has been awarded work-study, you must complete the Federal Work-Study Voucher, which is available in this handbook (see Appendix D) and in the U.Va. Forms Directory.

The completed voucher and Handshake job description must be emailed to Student Financial Services at uvaworkstudy@virginia.edu. Completed vouchers must be submitted to Student Financial Services within the pay period of the student’s start date. For example, if the student’s start date is August 28, 2018, the work-study voucher must be submitted no later than September 2, 2018, the last day of the pay period which includes the student’s start date. Departments may not pay a student from the work-study award if the voucher is not submitted within the appropriate pay period. The student may be paid from the work-study award beginning with the next pay period.
Once SFS receives the work-study voucher and job description, it is first reviewed for compliance with the work-study program. If the voucher is complete, SFS requests the linking of the award and project. The linking process takes approximately two work days. If the voucher is not complete, the job description is not attached or the job description does not contain sufficient information, departments will be contacted for correction. The request to link the award and project will not be submitted until the voucher has been corrected or a job description forwarded to SFS.

SFS also reserves the right to periodically audit Federal Work-Study Vouchers and job descriptions throughout the academic year. The student’s supervisor and/or contact for Oracle/LD responsibilities will be notified if the documentation is found to be out of compliance with the work-study program.

**Oracle Payroll System Setup**

Hiring departments must enter the student into the Human Resource Section of Oracle. A Work-Study student is entered in exactly as any other student worker. The difference is the Job and Position that you choose on the Assignment form. You will simply select a Job and Position Number from the list of values.

It is critical that the student is set up correctly in order to be paid as a work-study student. Students set up incorrectly may not be paid retroactively from the work-study award.

When setting up the assignment, please select a position that corresponds with the job categories listed on pages 29-31 (Appendix A). If you do not see a corresponding position in your organization, please email askhr@virginia.edu and indicate the position you need set up and the organization you need it in.

Please make sure these role codes are used when setting up the assignment; otherwise, the funds will go into the department’s suspense account, and the department will be responsible for paying 100% of the student’s wages.

For more information on entering a work-study student’s information in Oracle, see Chapter IX of this handbook.
VII. FWS HOURS & PAY RATES

When school is officially in session, students normally work between ten and 20 hours per week—and may not work more than 20 hours per week—in all university jobs combined. (For exceptions, see University Wage Authorization for 2018-2019.) In some instances, students may elect to work up to 40 hours a week when school is not in session, during official university breaks. There is no work-study during the summer.

Work schedules are arranged directly between students and their supervisors and/or hiring departments. Time sheets are submitted electronically through the University’s Self Service Time and Leave system (SSTL) or other designated time clock system.

Work-study students performing jobs comparable to those of other employees should be paid comparable wages. This would include regular employees and student workers (non work-study students). In all cases, no student will be paid less than the Federal minimum wage or less than the wage determined by the University’s Wage Authorization. The Higher Education Act (HEA) specifically states that an institution may not pay any wage to students employed under the FWS Program that is less than the current Federal minimum wage.

Pay rates for FWS jobs are based on the duties and responsibilities of the job. It is not acceptable to base the wage rate on any factor not related to the student’s skills or job description. Wage ranges for work-study students are posted in Appendix A of this handbook. Departments who wish to pay a rate that exceeds the pay range for the job category must include an explanation for the higher wage.

SFS will review the job responsibilities and qualifications on the job description as a means of monitoring pay equity. In cases where the job responsibilities and qualifications do not appear to justify the pay rate, SFS will contact the hiring department for an explanation. Departments are expected to respond to these requests in a timely manner.

Academic departments and academic related areas must pay students under the University’s Wage Authorization. The 2018-2019 University Wage Authorization states that all students must be paid at least $7.25 an hour and not more than $17.00 an hour for undergraduates, and not more than $24.00 an hour for graduate students in order to comply with Federal and institutional standards.

For more information regarding the 2018-2019 Wage Authorization, visit the following website:

http://provost.virginia.edu/wage-authorization
VIII. STUDENT PAY INFORMATION

Paychecks

The actual amount students receive depends on the hours worked each week and the pay rate established by the hiring employer. If students do not earn their entire FWS award, the unearned amount is forfeited at the end of the academic year. There are no exceptions to this rule.

Students must complete all necessary paperwork with their FWS employer before they may begin working. This includes the VA-4 form, W-4 form, and I-9 form. In completing the I-9 form, the student must provide to their hiring department either one or two ID documents; employers may not specify which particular acceptable document(s) should be submitted. The full list of acceptable documents appears at the link below – employees will submit either one document from List A or one each from Lists B and C:

https://www.uscis.gov/i-9-central/acceptable-documents

Students may not work until they have completed Section 1 of the I-9 form; and the FWS employer must complete Section 2 within three days of work beginning. The required steps and time table are outlined below, and more complete information about the I-9 form can be found at https://www.uscis.gov/i-9-central/complete-and-correct-form-i-9:

Before being paid, a student must also be entered as an active student employee in the University Payroll Office and Labor Distribution in Oracle. Payroll is a deadline-driven process, so students must adhere to the timesheet deadlines to be paid on time, bi-weekly. Links for both the 2018 and 2019 biweekly payroll schedules are available at the URL noted below:

A student may not be paid federal work-study funds for timesheets submitted after the submission deadline published on the bi-weekly payroll calendar. Any delayed submissions will need to be paid out of departmental funds.

*For audit purposes, employers must maintain job description, pay rate and timesheets on file for at least five (5) years.*

**Direct Deposit**

Remember, work-study awards are not applied to the student account billing statement. Instead, students will receive pay for hours actually worked. Students are required to have their earnings deposited directly to their own personal bank account.

Students may set up Direct Deposit in their SIS Student Center.

**Taxable Federal Work-Study Earnings**

Wages earned under the Federal Work-Study Program are considered earned income and are subject to Federal, state, and local tax withholding. Students employed under the Federal Work-Study Program will receive a W-2 form at the end of January that documents all earnings at the University for that tax year. It is the student’s responsibility to report all FWS earnings on their income tax returns.
IX. CREATING THE WORK-STUDY ASSIGNMENT IN ORACLE

The student must be set up correctly in Oracle Human Resources and Labor Distribution. If the student is entered incorrectly, the funds will go into the department’s suspense account, and the department will be responsible for paying 100% of the student’s wages.

Each hiring department will be responsible for running the FWS earnings report in UBI to monitor student earnings. Please note the pay period ending dates; the reports are time-delayed, so a student may have reached the award cap by the time you realize they are running out of hours. Once a student earns his/her annual award, they must either be terminated immediately or immediately switched to regular wages. The department is responsible for paying 100% of all wages beyond the award.

Assignment Information

You must have HRMS Specialist responsibility for these transactions.

1. Click on the [Assignment] button. Use the list of values to enter the Organization number in the Organization field.

Click on [Correction].
Click in the Group field; complete the following fields on the People Group Flexfield form.

- **Job Type**: Use the list of values to select "Wage-Other".
- **Compensation Type**: Use the list of values to select "Wage".
- **Employment Category (Salaried Only)**: Leave blank.
- **Part-time FTE Percent (Salaried Only)**: Leave blank.
- **Appointment Duration (Salaried Only)**: Leave blank.

Complete the remaining fields:

- **Job**: Use the list of values to enter the job. The job is comprised of the Title and title code. IS will display only Jobs available for the Organization you selected.

- **Position/Position Numbers**: Use the list of values to enter the position. The position is comprised of the Organization, Work title, Appointment Type, and Position Number. IS will display only Positions available for the Organization you selected. **If a specific position is not available in the list of values, contact the Human Resources Consulting Services to have it added.**
When setting up the assignment, please select a position that corresponds with the job categories listed on pages 29-31 (Appendix A). If you do not see a corresponding position in your organization, please email askhr@virginia.edu and indicate the position you need set up and the organization you need it in.

(Please make sure these codes are used when setting up the assignment; otherwise, the funds will go into the department’s suspense account, and the department will be responsible for paying 100% of the student’s wages.)

If a specific position is not available in the list of values, contact the Human Resources Consulting Services to have it added.

Select [No] in the Decision box.

The following screen will appear:
Grade: Use the list of values to select the appropriate value.

Payroll: Use the list of values to select "Bi-weekly".

Location: Automatically defaults to the correct location when the assignment is saved.

Assignment Number: Leave blank. IS will assign this number.

Assignment Category: Use the list of values to select "Part-time Regular".

Complete the remaining information for HR Assignments set up.
X. FWS STUDENTS & LABOR DISTRIBUTION SETUP IN ORACLE

Hiring departments will need to have the project from which they wish to pay work-study students linked to the Federal Work-Study Award. Student Financial Services will link projects upon receipt of the student Federal Work-Study Voucher. Hiring departments may always contact Ashley Rogers (3-5512) if there are any questions about Labor Distribution. Please review the step-by-step process for distributing the student’s wage to the proper two PTAOs in Oracle.

Verify that the project you will use to pay the student has been linked to the work-study award **SR00252**. Please allow 48 business hours after submitting the voucher for an award to be linked. You will not receive any notification from SFS that the project has been linked; you will know that it is linked when you are able to select “Wages, WS, Stdnt 70%”.

Each student should have two entries, 70% and 30% (see below).

**Find your Work-Study Student**

You cannot enter data into the Labor Scheduling form without going to the Find Employee window to do your search.

1. Click on the Flashlight icon on the toolbar.
2. Enter the last name of your work-study student, or the employee number in the Employee No. field, and click on the [Find] button.

3. Select the employee from the drop down list and click on the [OK] button. BE SURE TO SELECT THE CORRECT ASSIGNMENT NUMBER. THERE MAY BE SEVERAL.

4. The Labor Scheduling window form is displayed with the associated employee and assignment information.

5. Select the appropriate assignment, by clicking in the box to the left of the Assignment No. field.

6. Click on the [Schedule Lines] button.
7. This decision box will appear if a schedule does NOT already exist for this assignment.

8. Click on the [Yes] button. The Schedule Lines window will appear displaying employee information for that assignment.

9. Click on the GL Account line (do not enter info in the GL Account cell)

10. Tab over to the Project window.

For 70% of the student’s labor distribution, the PTAEO will be entered as follows:

Project: YOUR appropriate department PROJECT Number
Award: OUR work-study award (remember this number changes every year) DO NOT USE LAST YEAR’S NUMBER – YOUR STUDENT WILL NOT BE PAID PROPERLY!
Organization: YOUR appropriate departmental organization number
Expenditure type: ALWAYS use “Wages, WS, Stdnt 70%”

For 30% of the student’s labor distribution, the PTAEO will be as follows:
Project: YOUR appropriate department project
Award: YOUR appropriate award
Organization: YOUR appropriate departmental organization number
Expenditure type: ALWAYS use “Wages, WS, Stdnt 70%”

11. Press the Tab key on your keyboard to move to the next field.

12. Enter the Start Date for the Schedule. The Start Date of the schedule line cannot be before the End Date of the last processed payroll associated with the employee.

13. Enter the start and end date for all students.

- Students enrolled for both the FALL and SPRING semester have a start date of August 28, 2018 and an end date of May 10, 2019.
- Students enrolled for the FALL semester ONLY have a start date of August 28, 2018 and an end date of December 18, 2018.
- Students enrolled for the spring semester only have a start date of January 18, 2019 and an end date of May 10, 2019.

If the student leaves his/her Work-Study job prior to the dates listed above, Oracle Labor Distribution should reflect the actual end date.

The work-study award will be end dated on May 10, 2019.

1. Enter the percent of the labor costs associated with the assignment.

   Do not enter a % sign. Do not use decimal points. The total should equal 100%.

2. Click on the Refresh Display button.

3. Verify that the student has been entered correctly in Oracle – everything MUST be correct for accurate distribution of wages. Incorrect accounts will go into suspense, and the department will be responsible for 100% of wages. If the student is entered incorrectly, the funds will go into the department’s suspense account, and the department will be responsible for paying 100% of the student’s wages.

4. Select [Refresh Display]

5. Save your work.

If you have any questions or concerns regarding Oracle setup, call Ashley Rogers at 3-5512.
XI. MAKING LABOR DISTRIBUTION ADJUSTMENTS

Find Distribution

1. Find the Distributions for an employee by completing the following fields:

   - **Employee Name**: Enter the last name of the employee and press the Tab key on the keyboard. Select the employee using the list of values.

   - **Assignment Number**: The Assignment field is automatically populated if the employee has only one assignment. If the employee has more than one assignment, make a selection for the List of Values (LOV). **IT IS IMPORTANT TO CHOOSE THE CORRECT ASSIGNMENT NUMBER.**

   - **Begin Date**: Select a begin date using the list of values.

   - **End Date**: Select an end date from the list of values.

   **Important note regarding end dates:**

     If you are adjusting the final pay period for an employee who has terminated, you must use the same end date as the date of termination. If the Distribution Adjustment end date used is after the termination date, the Distribution Adjustment will fail and the transaction will be reversed. Therefore, when an employee is terminated, the termination date should be used instead of the current payroll end date. To verify the employee’s termination date, review the employee in the HR module. **You may have to go back several pay periods to secure enough funds to make the adjustment.**

   - **Currency**: USD will default.
2. In the Adjust by box, click on the radio button that identifies the Hierarchy Level you wish to use to perform the adjustment.

Important note regarding the "Adjust by" Box:

The choices in the "Adjust by" box refer to the type of pay (Regular or Premium) and expenditure types that were distributed for the dates identified for the adjustment.

If only one expenditure type was distributed, the Assignment level may be used. If only one group - Regular or Premium pay was distributed, then Element Group may be used. However, if the employee was paid any combination of expenditure types you must select Element in the "Adjust by" box. This is the only way the auto pop rules will work.

Line items that are distributed by the same name element and the same expenditure type may be transferred at the same time. If you select line items that are not from the same element, you will get an error message.

3. Click on the [Find] button. The Distribution Adjustments window is displayed.

4. Click on the [View Details] button to view the details of the Distribution Adjustments.

   If you would like to view the information at a different level in the Adjust by box, click in either the Full Name field or the Employee number field. Click on the flashlight icon on the toolbar. This will take you back to the Define Distributions window. Make a different selection in the Adjust by box, and click on the [Find] button. You may toggle between the Adjust by choices.

5. In the Actual Distributions region, check the Transfer checkbox to select the first PTAEIO to be adjusted.

   IMPORTANT: DO NOT select multiple PTAEIOs (do not check more than one Transfer checkbox), unless the expenditure type and elements are exactly the same.
6. Click on the [Done] button.

   The selected line appears in the Adjusted Distributions region as a negative amount. DO NOT make any entries in the credit PTAE0 that was transferred to the Adjusted Distributions region.

7. Click on either the Amount or Percent radio button as the method of adjustment (in the Adjust By region in the lower right corner).

8. Using the first available blank record, (under the transferred credit PTAE0), enter the appropriate PTAE0 combination to specify new charging instructions in the following fields:
   - Project
   - Task
   - Award
   - Organization
   - Expenditure Type

   The Expenditure Type will populate automatically according to Auto Population rules. However, if the adjustment has a start date prior to Phase II, and an end date after Phase II, you are expected to manually select the expenditure type.

9. Enter the Amount or Percent of the distribution you are adjusting.

   If you select [Amount], do not enter a plus (+) sign in front of the value.

10. Press the Tab key.

11. Click on the [Freeze Set] button.

   Once the record is frozen, changes cannot be made. You must freeze the record before selecting a different PTAE0 from the Actual Distributions region or before you submit the action.

12. Repeat steps 5-10 to for each PTAE0 you want to adjust.

13. Continue entering PTAE0s until you have compensated for 100% of each credit PTAE0.

   You will get an error message if the distribution amount is not equal to 100%.

   If you are adjusting less than 100% of the original distribution line to another PTAE0, you must re-charge the remaining amount to the existing PTAE0.

   Refer to the Labor Schedule Hierarchy for Oracle Labor Distribution.

14. Click on the [Submit] button.

15. Enter a batch name in the Batch Name field.

   This must be a unique name and must not exceed 30 character spaces.

   UVA uses the following naming convention for batch names:

   School/department prefix - last name of employee you are entering the distribution adjustment for, first name or initial - date entered (free form; not required).
For Example: FI- Henry, Barbara - 05-MAR-2004 (WE SUGGEST ADDING WS for WORK-STUDY)

The school prefix is displayed on all project, award and organization names.

16. Enter additional information in the Comments field, as appropriate.

The comments in the Comments field default, but you may add additional information.

If the adjustment requires OSP approval, insert the OSP approval number at the beginning of the Comment field.

**Submitting the Adjustment**

17. Click on the [OK] button.

The Distribution Adjustments form is cleared, and a blank Distribution Adjustment window appears. If no further adjustments are to be initiated, close the window.

**Canceling the Adjustment**

18. To cancel the adjustment from the Batch window, enter one alpha character in the Batch Name field and click on the [Cancel] button. You will be returned to the Distribution Adjustments window.

You may cancel all of the adjustments sets by clicking on the [Yes] button. The [No] button is not available at UVA.

If you have any questions or concerns regarding LD, contact Ashley Rogers at 3-5512.
## Appendix A: 2018-2019 FWS Pay Ranges

### Federal Work-Study (FWS) - Undergraduate Student Employees

<table>
<thead>
<tr>
<th>Oracle HR Position Number/Role Code</th>
<th>Job Title</th>
<th>Job Description</th>
<th>Pay Range</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>89337 Federal Work Study Undergraduate A</strong></td>
<td><strong>Job Category A</strong> ID Checkers</td>
<td>No experience or previous training required. Perform routine tasks with minimal responsibility. Where applicable, position may require ability to interact with the general public.</td>
<td>$7.25 - $8.50 Federal and university minimum wage</td>
</tr>
<tr>
<td><strong>89337 Federal Work Study Undergraduate B</strong></td>
<td><strong>Job Category B</strong> Office/Library Assistant – General</td>
<td>Little experience or previous training required. Perform routine, clerical office support duties such as filing, running errands, photocopying, shelving books, handling and distributing mail and other written materials. Ability to operate basic office machinery, answering telephone calls or emails, making appointments. Must follow oral and written instructions and can work effectively with others. On-site training and supervision are continuously provided.</td>
<td>$8.51 - $9.50</td>
</tr>
<tr>
<td><strong>89337 Federal Work Study Undergraduate C</strong></td>
<td><strong>Job Category C</strong> Office/Library/Laboratory Assistant – Specialized</td>
<td>Perform specialized office support functions or services that require some training, skill, or experience. Duties include providing customer service and specific information, data entry and use of standard office software programs &amp; systems, work within established guidelines and policies. Limited supervision is provided; ability to perform a wide range of duties.</td>
<td>$9.51 - $11.00</td>
</tr>
<tr>
<td><strong>89337 Federal Work Study Undergraduate D</strong></td>
<td><strong>Job Category D</strong> Office/Library/Laboratory Assistant – Advanced</td>
<td>Perform advanced office support functions or services at the highest paraprofessional level that require some training, skill, or experience. Duties include responsibility for an assigned project or program, compiling data, editing, word processing, creating and maintaining spreadsheets. Moderate supervision is provided; some independent judgment and decision-making skills required.</td>
<td>$11.01 - $13.00</td>
</tr>
</tbody>
</table>
**These Rates May Supercede Other Pay Scales** Appendix A: 2018-2019 FWS Pay Ranges

### Federal Work-Study (FWS) - Graduate Student Employees

<table>
<thead>
<tr>
<th>Oracle HR Position Number/Role Code</th>
<th>Job Title</th>
<th>Job Description</th>
<th>Pay Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>89333 Federal Work Study Graduate E</td>
<td><strong>Job Category E</strong> Graduate Assistant – General</td>
<td>Provides administrative and clerical support functions or services that require some training, skill, or experience. Organizational and managerial skills usually required. Provide customer service and specific information, data entry, and use of standard office software programs &amp; systems. Work within established guidelines and policies. Wide range of other duties. Direct or moderate supervision is provided; independent judgment and decision-making skills required.</td>
<td>$7.25 - $9.50</td>
</tr>
<tr>
<td>89333 Federal Work Study Graduate F</td>
<td><strong>Job Category F</strong> Graduate Assistant – Specialized</td>
<td>Provides specialized service or instruction that requires certification or demonstrated mastery of advanced skills. Performs advanced or specialized administrative support functions or services at the highest paraprofessional level that require significant training, skill, or experience. Compiling, classifying, evaluating, and reporting materials along with a wide range of other duties. Direct or moderate supervision is provided; independent judgment and decision-making skills required.</td>
<td>$9.51 - $12.00</td>
</tr>
<tr>
<td>89333 Federal Work Study Graduate G</td>
<td><strong>Job Category G</strong> Graduate Assistant – Advanced or Technical Assistant</td>
<td>Performs advanced instruction, functions or services at the highest paraprofessional level that require significant training, skill, or experience. Compiling, evaluating, reporting, accounting and other business processes. Direct or moderate supervision is provided; independent judgment and decision-making skills required. Performs standard technical support functions. Responding to user requests for services and assistance, working with software programs, developing or enhancing web information, resolving technical problems, provide training or tutoring to users. Direct or moderate</td>
<td>$12.01 - $16.00</td>
</tr>
</tbody>
</table>
supervision is provided; independent judgment and decision-making skills required.

** THESE RATES MAY SUPERCEDE OTHER PAY SCALES**

Appendix A: 2018-2019 FWS PAY RANGES

** FEDERAL WORK-STUDY – AMERICA READS **

<table>
<thead>
<tr>
<th>Oracle HR Position Number/Role Code</th>
<th>Job Title</th>
<th>Pay Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>89324 Federal Work Study America Reads Undergraduate Tutor</td>
<td>Undergraduate Tutors</td>
<td>$11.00</td>
</tr>
<tr>
<td>89324 Federal Work Study America Reads Graduate Tutor</td>
<td>Graduate Tutors</td>
<td>$16.00</td>
</tr>
<tr>
<td>89324 Federal Work Study America Reads Graduate Tutor Mentor</td>
<td>Graduate Tutor Mentors</td>
<td>Up to $24.00</td>
</tr>
</tbody>
</table>

If you do not see a corresponding position in your organization, please email askhr@virginia.edu and indicate the position you need set up and the organization you need it in.
Appendix B: FWS EMPLOYERS CHECKLIST

- Complete Federal Work-Study Voucher for the hired student using the blank form available in this booklet or in the UVA Electronic Forms Directory. Please verify that the student is eligible by running the FWS Awards report in UBI. Email completed form to uvaworkstudy@virginia.edu. The Handshake job description must be submitted with the completed voucher.

- Complete payroll forms with hired student.

- Set up student in Payroll Systems (Human Resources Specialist)
  - The FWS code for undergraduate students is 89337, see pages 29-31 for additional information on coding
  - The FWS code for graduate students is 89333, see pages 29-31 for additional information on coding

- Enter student in Oracle Labor Distribution.
  - Verify that the project you will use to pay the student has been linked to the work-study award SR00252.
  - For 70% of the student’s labor distribution the PTAEO will be as follows:
    - P and T – the appropriate department project
    - A – SR00252
    - O - the appropriate employing organization
    - E – always use ‘Wages, work-study student 70%’
  - For 30% of the student’s labor distribution, substitute the appropriate funding award as determined by your department.
  - Each student should have two entries.

- Enter start and end dates
  - Students enrolled for both the fall and spring semester have a start date of August 22, 2018 and an end date of May 10, 2019.
  - Students enrolled for the fall semester only have a start date of August 22, 2018 and an end date of December 18, 2018.
  - Students enrolled for the spring semester only have a start date of January 14, 2019 and an end date of May 10, 2019.

- If a student leaves his/her work-study job prior to this date, Oracle Labor Distribution should reflect their actual end date.

- Keep records of job description, pay rate, and student’s timesheets for at least five (5) years for auditing purposes.

- Monitor student hours and earnings closely to ensure that his/her earnings do not exceed the student’s federal work-study award amount. Remember any overage means that 100% of the hours earned will come from the hiring department. Earnings reports should be run in UBI regularly to help departments monitor student FWS earnings and awarded amounts.

- No student may work before or after the published dates of the FWS program. However, supervisors can determine a start and end date within this time frame.

- If you wish to request an adjustment to a student’s current pay rate after he/she starts working, please complete the Pay Rate Adjustment Form (see Appendix E). SFS will review the reasons for the pay adjustment to determine if the job responsibilities support the requested pay rate. Notification of the approval or denial of the pay rate adjustment request will be sent to the supervisor listed on the form.

- Please ensure that all time sheets and hiring information are held in your department. Each position held by work-study students must have a job description. Student Financial Services may be auditing Work-Study employers during the academic year in order to ensure compliance with Federal regulations.
Appendix C: IMPORTANT POINTS TO REMEMBER ABOUT FEDERAL WORK-STUDY

1. The Federal Work-Study program conforms to University Wage Authorization.

2. A student’s Work-Study award may change at any point during the year. When an adjustment is made to the student’s award, SFS adjusts the aid on the student’s SIS Student Center. The hiring department is notified of the adjustment to the Work-Study award through reviewing the eligibility report in UBI. Please note that students may become ineligible for Work-Study. In these situations, the department will be responsible for paying 100% of the student’s earnings.

3. All work-study positions must be posted in Handshake, even if you have already hired a Work-Study student. You may use past dates for the job posting’s expiration date if you do not wish to post an active position. You do not have to reactivate a position if the job description is not changing from year to year, and you will not be recruiting a student.

4. Students may have multiple work-study assignments and/or multiple student assignments. If a student with multiple work-study jobs earns more than his/her work-study award, then it is the HRMS’ responsibility in each department to process an LD adjustment to move wages from the work-study award to the departmental award for the earnings in excess of the work-study award.

5. Students may not be hired into a faculty or staff assignment and a work-study assignment due to the FICA tax exemption on work-study earnings. In the event that a student is hired into a faculty assignment and a work-study assignment, the student will need to choose which assignment he/she wishes to retain. If the student chooses the faculty assignment, all work-study earnings paid to the student must be adjusted from the work-study award.

6. Students may not be paid as a work-study student for hours worked which exceed 40 hours in a week.

7. Only full-time students enrolled in a degree program may be hired as student employees. Full-time is defined as enrollment in at least 12 hours in a term. It is the hiring department’s responsibility to ensure that they have complied with this rule.

8. Once you hire a Work-Study student, complete and submit the Federal Work-Study Voucher. You must submit the Handshake job description with the voucher. Please keep in mind that certain job responsibilities do not meet Federal regulations for Work-Study positions. By signing the Work-Study voucher, you are agreeing to abide by these regulations. Your department will be responsible for paying 100% of the student’s earnings in the event that the job does not meet Federal regulations.

9. A student will not be paid timely, or with federal funds, if a completed FWS voucher is not submitted during the pay period in which the student begins to work. Departmental funds would need to be used for any delayed payments.

10. A student will not be paid timely, or with federal funds, for timesheets submitted after the submission deadline published on the bi-weekly payroll calendar. Departmental funds would be need to be used for any delayed payments.

11. Please ensure that all time sheets and hiring information are held in your department for five years. Each position held by Work-Study students must have a job description. Student Financial Services may be auditing Work-Study employers during the academic year in order to ensure compliance with Federal regulations.

12. Work-study students may work between August 28, 2018 and May 10, 2019. See page 4 in this handbook for students enrolled for only one semester. Any hours worked prior to the start date or after the
end date are paid by the hiring Department at 100%. Hours worked prior to the submission of a work-study voucher is paid by the hiring Department at 100%.

13. If a student is set up incorrectly in Oracle and/or Labor Distribution, all hours worked will be paid by the hiring Department at 100%.

FWSV

**FEDERAL WORK-STUDY VOUCHER**

**Period of Award:** August 28, 2018 – May 10, 2019

**Instructions:** Do not amend this form. Include only the 6-digit Project number from the PTAEO for 30% funding. E-mail completed voucher and job description to Student Financial Services at uvaworkstudy@virginia.edu.

Departments may not pay a student from the FWS award if the voucher is incomplete or is submitted without the job description. All vouchers must contain PTAO information.

<table>
<thead>
<tr>
<th>Student and Position Information</th>
<th>SIS ID or UVA Computing ID (i.e. abc2d)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Name</strong></td>
<td><strong>Name of Position</strong></td>
</tr>
<tr>
<td><strong>Hours per Week</strong></td>
<td><strong>Start Date</strong></td>
</tr>
<tr>
<td><strong>Supervisor Name (for FWS position)</strong></td>
<td><strong>Supervisor Phone</strong></td>
</tr>
<tr>
<td><strong>Supervisor Email</strong></td>
<td><strong>End Date</strong></td>
</tr>
</tbody>
</table>

When accepting this student for Federal Work-Study funding, I agree to provide the student the opportunity to earn the full award amount or have disclosed a shortened time frame and/or limited earnings opportunity to the student. I also agree that this student will not perform work or services that conflict with Federal regulations for work-study positions. Please refer to the FWS Employer Handbook for specific details.

---

**Supervisor’s Signature**

**Date**

---

**Section below to be completed by department’s Federal Work-Study Coordinator**

<table>
<thead>
<tr>
<th>Hiring Department</th>
<th>Org Number</th>
<th>6-digit Project from PTAEO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Work-Study Coordinator Name</strong></td>
<td><strong>Phone</strong></td>
<td><strong>Email</strong></td>
</tr>
<tr>
<td><strong>Contact for Oracle Responsibilities</strong></td>
<td><strong>Phone</strong></td>
<td><strong>Email</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Job Category</strong> (refer to FWS Handbook)</th>
<th><strong>Handshake Job ID</strong></th>
<th><strong>Has the student’s FWS eligibility been checked?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ 89337 Undergraduate Role Code A</td>
<td>□ 89333 Federal Work Study Graduate E</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>□ 89337 Undergraduate Role Code B</td>
<td>□ 89333 Federal Work Study Graduate F</td>
<td></td>
</tr>
<tr>
<td>□ 89337 Undergraduate Role Code D</td>
<td>□ 89333 Federal Work Study Graduate G</td>
<td></td>
</tr>
</tbody>
</table>

**Is the above hourly rate higher than the pay range posted in the FWS Handbook for the job category?** If Yes, you must attach an explanation to justify the higher rate.

□ Yes □ No

---

Each work-study employee must be set up for payroll with Human Resources and Labor Distribution in order to receive paychecks. Refer to the FWS Employer Handbook for instructions on how to enter student employees. The Role Code, Start Date, and End Date noted above are information that will be needed in order to establish the student as a work-study employee.
Appendix E: PAY RATE ADJUSTMENT REQUEST

PAY RATE ADJUSTMENT REQUEST FOR FEDERAL WORK-STUDY (FWS) STUDENT EMPLOYEES 2018-2019

Please use this form to request an adjustment to a work-study student’s current pay rate after he/she has started working. SFS will review the reasons for the pay adjustment to determine if the job responsibilities support the requested pay rate.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>SIS ID or UVA Computing ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Position</td>
<td></td>
</tr>
<tr>
<td>Department Name</td>
<td></td>
</tr>
</tbody>
</table>

- □ 89337 Undergraduate Role Code A
- □ 89337 Undergraduate Role Code B
- □ 89337 Undergraduate Role Code E
- □ 89337 Undergraduate Role Code F
- □ 89337 Undergraduate Role Code D

- □ 89324 Federal Work Study America Reads Undergraduate Tutor
- □ 89324 Federal Work Study America Reads Graduate Tutor
- □ 89324 Federal Work Study America Reads Graduate Tutor Mentor

<table>
<thead>
<tr>
<th>Current Job Category (from FWS Handbook)</th>
<th>Adjusted Job Category (from FWS Handbook)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Current Pay Rate</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjusted Pay Rate</td>
<td>$</td>
</tr>
</tbody>
</table>

Is the adjusted rate listed above higher than the pay range posted in the FWS Handbook for the job category? □ Yes □ No

Please describe the reason for an adjustment in pay rate from the current pay rate.

________________________________________

Supervisor’s Signature

________________________________________

Date

________________________________________

Name of Supervisor

UVa computing ID

Return this form and the job description to Student Financial Services by email uvaworkstudy@virginia.edu