Aid Year 2025

Federal Work Study Updates and Q&A for FWS Administrators

Agenda

Overview & Demo

- Overview & Expectations

- Terminology and Concepts

- Federal Work Study Handbook

- Federal Work Study (FWS) Hire, Costing Allocation Process, Review and Approving Timesheets
  - Dates

- Federal Work Study (FWS) Corrections

- Important Reminders and updates

- Reports in Workday & the Federal Work-Study App in QlikSense

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Finance Strategic Transformation

Key Terminology and Concepts

Workday Words | Terminology Check

Workday Word	Definition
Costing Allocation	The process of identifying and assigning payroll-related costs to specific FDM values and worktags. This process does not determine whether or how much an employee will be paid.
Payroll Accounting Adjustment (PAA)	The process that allows you to correct payroll journal entries after payroll has been completed by making a net-zero adjustment by adjusting costing worktags or other FDM values. PAAs post in the next open ledger period. If fringe was originally calculated on the entry, Workday creates reversal fringe benefit journals to reverse the original fringe, recalculates and creates new fringe benefit journals.
Position ID	The ID given in Workday for an employee's Position which begins with the letter P and is 6 digits in length. (P123456). The Position contains pertinent job information such as Employee Type, Job Title, Time Type, Pay Rate Type, Default Weekly Hours, FTE, and Organization Assignments.
Worker-Position Costing Allocation	Type of Costing Allocation that distributes all earnings for a worker's position by a percentage based on the FDM values and worktags specified.
Pay Component	The Workday term for earnings and deductions that are used in calculating an employee's gross-to-net pay.
Worker-Position-Earning Costing Allocation	Type of Costing Allocation for a specific worker based on a given Pay Component (e.g., salary pay, hourly wages, allowances, period activity pays, etc.) that can determine percentage-based costing across a set of FDM values and worktags.

Workday Words | Terminology Check

Workday Word	Definition
Job Family	Student positions must be in a Federal Work Study Job Family in order to be eligible for FWS earnings. (e.g., Student Workers > Work Study)
Job Profile	Job Profiles are used to determine whether a FWS Position is 100%, 75%, or 50% FWS-funded. Examples: ACD_101740 - Federal Work Study America Reads Undergraduate Tutor ACD_102445 - Community Work Study For Profit Undergraduate 50 Percent
Spend Category	Used to identify different types of expenditures reported by the company. Examples: Wages UVA Federal Work Study Student 100% (SC0039) Wages UVA Federal Work Study Student 75% (SC0043) Wages UVA Federal Work Study Student 50% (SC0597)
Federal Work Study Award Balance	For R&V FWS students, Award Balances are loaded via integration from SIS. Wise students have Award Balances loaded manually via payroll input. The Award Balances feed "memo" earnings. Federal Work Study Award - ACD (Memo) Federal Work Study Award - Wise Academic Year (Memo)
Federal Work Study Earnings	When FWS students clock hours on their FWS Positions, the amounts are paid on FWS earnings that decrement the overall FWS Award Balance. Federal Work Study (ACD) Federal Work Study - Academic Year - Wise
Depleted Earnings	Once a FWS Award Balance is fully depleted ($0.00 remaining), any additional hours clocked on the FWS Position will be paid on depleted earning and post as student wages (non-FWS). Student Hourly Pay (Work Study Award Depleted) (ACD) Student Hourly Pay (AY Work Study Award Depleted) (Wise)

Federal Work Study (FWS) Hire & Costing Allocation Process Review

Today's Topics | FWS Hire & Costing Allocation Process

- Review the FWS hire process and resources

    - Review Provost's Wage Authorization

    - Post your position in Handshake

    - Federal Work Study Administrators resource page

    - Review and follow the UVAHR Student Hiring Steps

    - Job Aid for Hire Student (Hourly)

    - Assign Costing Allocation: Federal Work Study (QRG)

Important Reminders

Business Process with Approvals and Process History

Costing Allocation for Depleted Earnings

FWS Costing Allocation:

1) Set up a Worker Position costing allocation

2) Get To-Do step in your inbox, to set up allocation for FWS Overage

3) Set up Worker Position Earning costing allocation

Managers approving time – Please make sure you are approving clocked hours on the correct position

FWS Costing Allocation | Tasks

1 Assign **Worker Position** Costing Allocation

Once the **FWS Specialist** approves the Costing Allocation, you will receive an **inbox notification** to assign a Worker Position Earning Costing Allocation for the **depleted earnings**.

2 Assign **Worker Position Earning** Costing Allocation

3 Complete/Submit **To Do** step in Inbox.

Worker Costing

Worker	✕ Jane Smith ··· ☰
Position *	✕ P123456 Federal Work Study Undergraduate - Jane Smith (+) ··· ☰
Earning	☰

Worker Costing

Worker	✕ Jane Smith ··· ☰
Position *	✕ P123456 Federal Work Study Undergraduate - Jane Smith (+) ··· ☰
Earning	✕ Student Hourly Pay (Work Study Award Depleted) (ACD) ··· ☰

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FWS Costing Allocation | Key Considerations

Position –

When you select the Worker, or if you enter the Costing Allocation directly from the Worker's Payroll Actions, the **primary position** is the default. **Ensure you change this to the FWS Position.**

End Date –

Required for the **Worker Position** costing allocation.

Recommended for the **Worker Position Earning** costing allocation.

Distribution Percent–

For the **Worker Position** costing allocation, lines should be split according to how the FWS Position is funded – 100%, 75/25%, 50/50% (determined by the Job Profile).

Earning–

For the **Worker Position Earning** costing allocation, use the following Earnings:
- Rector & Visitors: Earning = **Student Hourly Pay (Work Study Award Depleted) (ACD)**
- Wise: Earning = **Student Hourly Pay (AY Work Study Award Depleted) (Wise)**

➢ **FWS Grant for 2024-25: GR103008 IN-SFS FFA Federal Work Study (FWS) Program FY25.**

Federal Work Study Business Process Reviews

Today's Topics | Assign Costing Allocation

We will be reviewing assignment of Federal Work Study (FWS) Costing Allocations.

Process Flow

- Federal Work Study validations

- Worker-Position Federal Work Study costing allocations

- To Do Step to Assign Worker-Position-Earning costing allocation for depleted earnings

Security Groups Involved

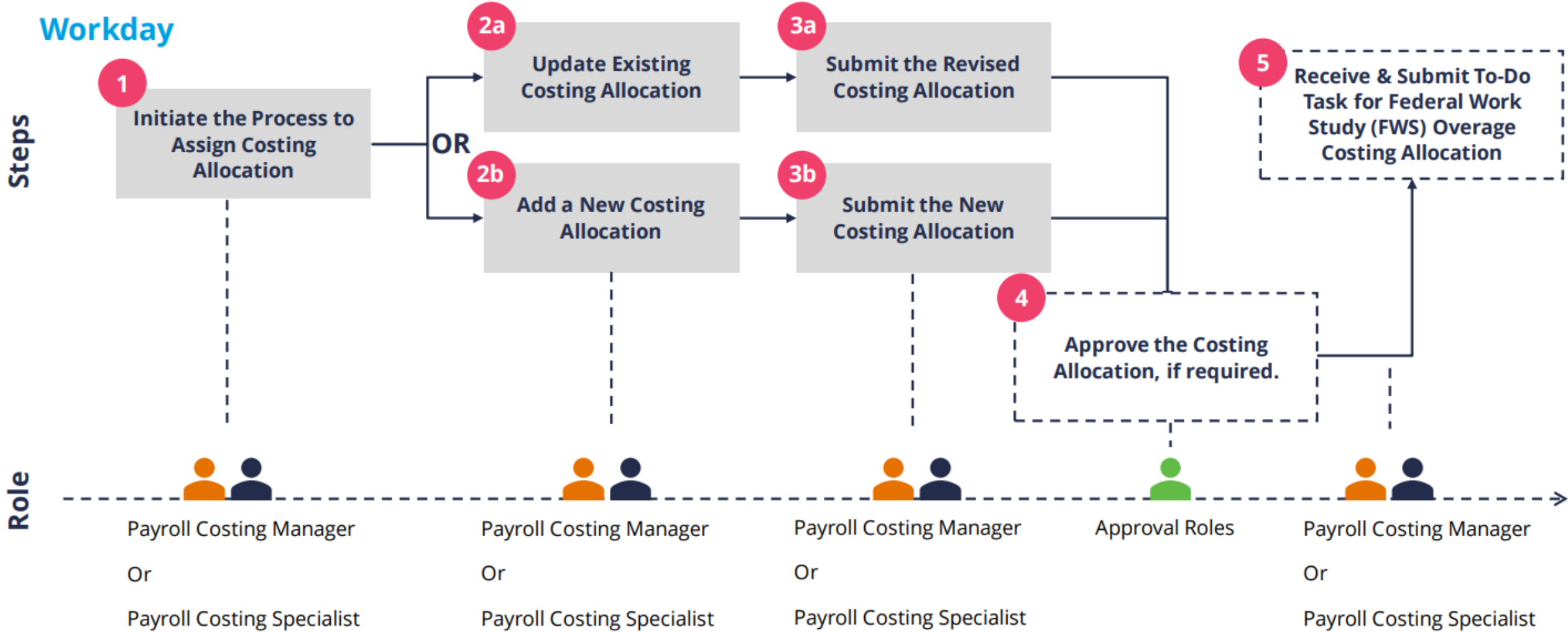**Initiator**

- Payroll Costing Specialist

- Payroll Costing Manager

Approver

- Federal Work Study Specialist

Assign Costing Allocation | Process Overview

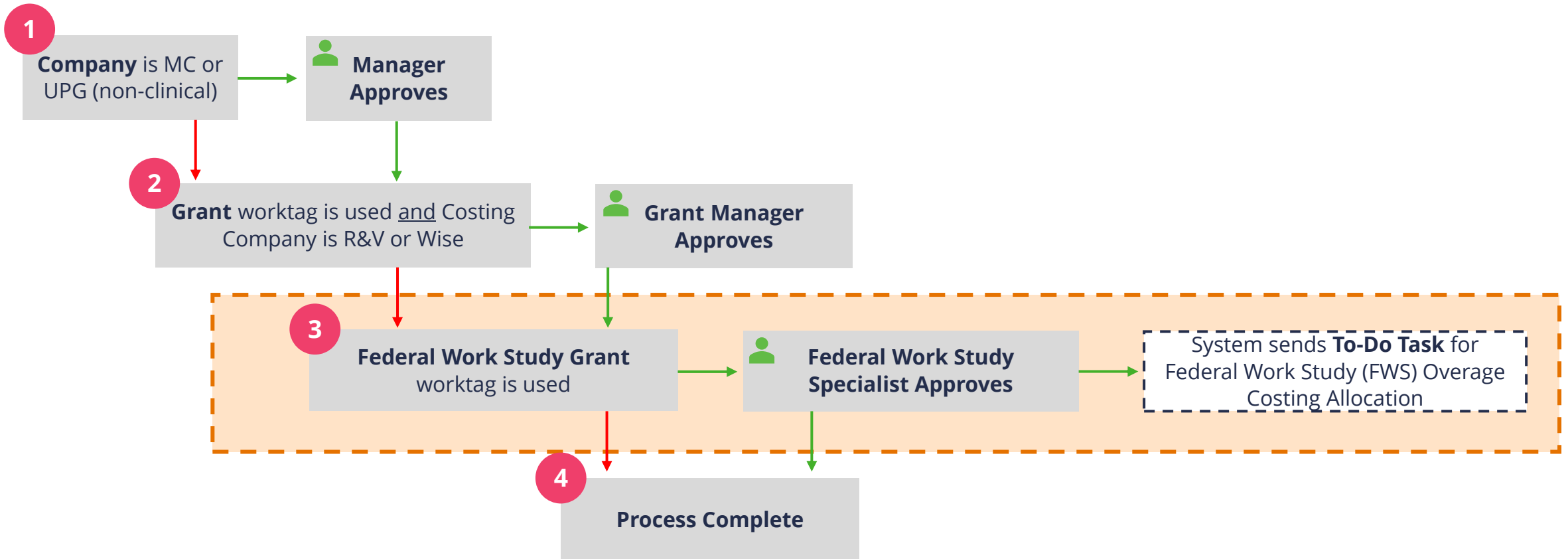Below is the high-level process flow to assign a costing allocation in Workday:

Workday Roles	
👤	Payroll Costing Manager
👤	Payroll Costing Specialist
👤	Approval Roles

Workday

Steps

1 Initiate the Process to Assign Costing Allocation

OR

2a Update Existing Costing Allocation

2b Add a New Costing Allocation

3a Submit the Revised Costing Allocation

3b Submit the New Costing Allocation

4 Approve the Costing Allocation, if required.

5 Receive & Submit To-Do Task for Federal Work Study (FWS) Overage Costing Allocation

Role

Payroll Costing Manager

Or

Payroll Costing Specialist

Payroll Costing Manager

Or

Payroll Costing Specialist

Payroll Costing Manager

Or

Payroll Costing Specialist

Approval Roles

Payroll Costing Manager

Or

Payroll Costing Specialist

Costing Configuration | Assign Costing Allocation BP

A costing allocation may have **no approver**, **one approver**, or **multiple approvers** depending on the **selections within the worktags**.

Approval Roles	
👤	Manager
👤	Grant Manager
👤	Federal Work Study Specialist

1 **Company** is MC or UPG (non-clinical)

👤 **Manager Approves**

2 **Grant** worktag is used <u>and</u> Costing Company is R&V or Wise

👤 **Grant Manager Approves**

3 **Federal Work Study Grant** worktag is used

👤 **Federal Work Study Specialist Approves**

System sends **To-Do Task** for Federal Work Study (FWS) Overage Costing Allocation

4 **Process Complete**

Important Reminders

- **FWS Awards are loaded in Workday and depleted as the student earns FWS wages.**

- **Please verify when hiring a student if your student has availability for FWS. If so, please use that job profile to utilize FWS funding.**

- **Wages paid on non FWS positions WILL NOT be moved to FWS funding**

- **Please process payroll accounting adjustment asap**

Important Updates and Reminders

FWS Dates|

For 2024-2025, the earliest and latest dates to work in an FWS position are as follows:

o   Students enrolled for both the *fall and spring semesters* should begin work no earlier than **August 27, 2024**, and end no later than **May 9, 2025**

o   Students enrolled for the *fall semester only* should begin work no earlier than **August 27, 2024**, and end no later than **December 17, 2024**.

o   Students enrolled for the *spring semester only* should begin work no earlier than **January 13, 2025**, and end no later than **May 9, 2025**.

o   Work-study is not available during the Summer.

Please Note:

• For **NEW** Hires: the start date of the position and costing allocation should reflect the beginning of the actual hire date and the last pay period end date will be May 18, 2025.

• For **ADD JOB** for an existing student worker: the start date of the position and costing allocation should reflect the beginning of the FLSA period of the hire week, which is **Monday** for Academic Division payrolls. The last pay period end date will be May 18, 2025

HR Updates|

- **I9 Update**

  - **Reminder that students who are being hired/rehired have 3 days to complete the I-9 process.**

    1. **Complete Part I in WD**

    2. **Upload documents in WD**

    3. **Present documents in person to an HR rep**

       - https://hr.virginia.edu/compliance/student-i-9-documentation

- Compliance is everyone's responsibility. Managers are copied on notifications from Workday, but terminations are processed on Day 3 if the I-9 is not completed. Students then should stop working until the I-9 process is completed and Managers/Student Hiring reps must rehire in WD once eligible.
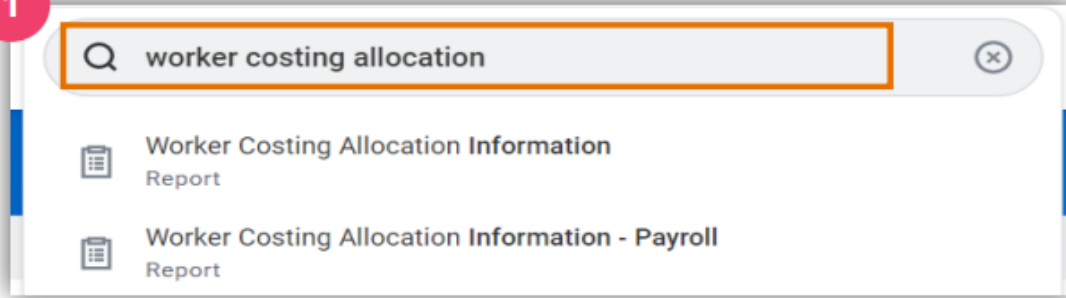
- Section 3 Rehires

Reports for FWS

Payroll Reports - Costing Allocation | How to Run a Report

1

Q worker costing allocation ⊗

📋 Worker Costing Allocation **Information**
Report

📋 Worker Costing Allocation **Information - Payroll**
Report
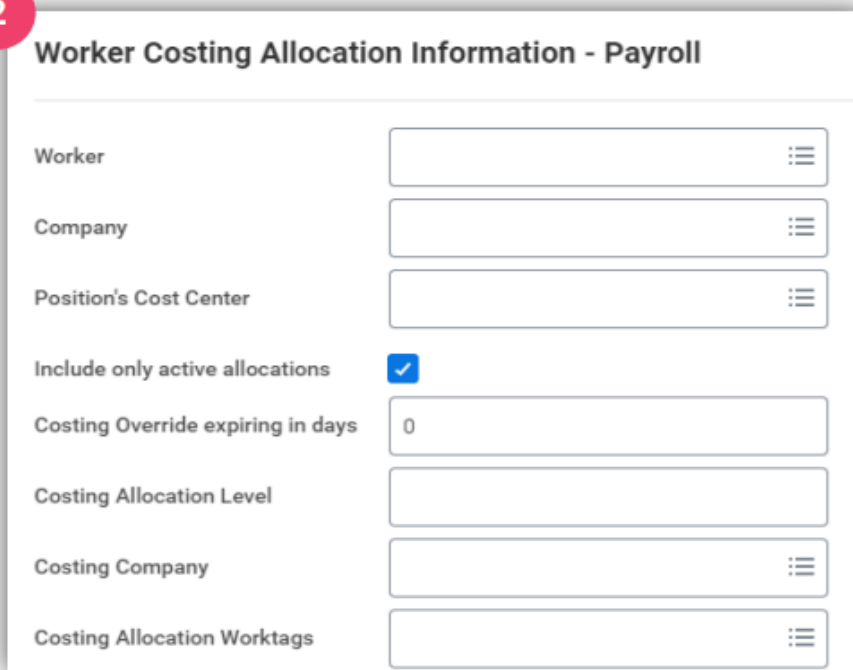
Type all or part of the report name in the search bar.

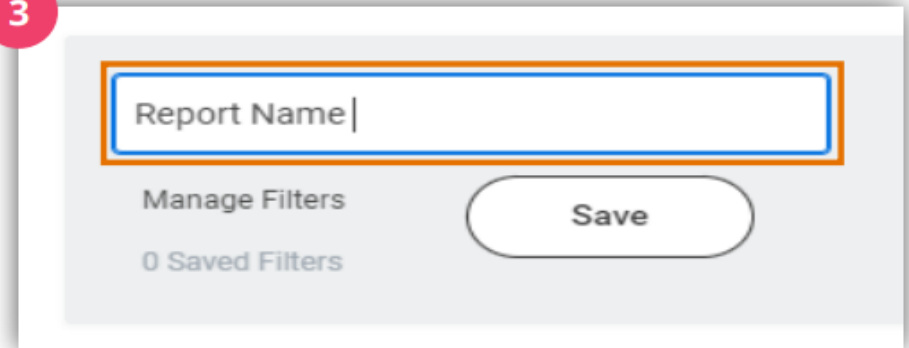**Select** the correct item or hit enter and select the item from the page displayed.

Filter your report.

If filters are not required, you can leave open and filter once the report runs.

2

Worker Costing Allocation Information - Payroll

Worker	☰
Company	☰
Position's Cost Center	☰
Include only active allocations	☑
Costing Override expiring in days	0
Costing Allocation Level	
Costing Company	☰
Costing Allocation Worktags	☰

3

Report Name|

Manage Filters   (Save)

0 Saved Filters

Save your filtered selections, if desired.

This enables you to easily pull this report with these defined parameters each time.

Payroll Reports - Costing Allocation | How to Run a Report

Workday Report	Purpose	Similar to UBI...
Federal Work Study Expenses	This report is used to review Federal Work Study expenditures.	Work Study Module
Federal Work Study Payroll Balances	This report is used to review Federal Work Study balances including original amount awarded, amount spent, and remaining balances.	Work Study Module

Questions