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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. 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 75% from federal funds, and the remaining 25% 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 are 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.

If a student drops below full-time hours, Student Financial Services may approve a student to work if these conditions are met:

- The student is in an Approved Academic Load of Full Time
- The student is enrolled in at least six credit hours
- The student is meeting Satisfactory Academic Progress with SFS

Students awarded FWS will be notified by e-mail to review the Federal Work-Study Student Handbook available on SFS’s website. Students who are interested in obtaining a work-study position must “accept” their work-study awards in the SIS Student Center.

Departments have access to student eligibility lists (i.e., 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.

An FWS award represents the maximum amount a student may earn in FWS funds for the academic year or award period. This includes both the 75% paid by FWS and the 25% paid by the department. The actual amount earned depends on the hours worked each week and the pay rate established by the employer. 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 award 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. If it is determined that the FWS award has to be reduced or canceled as required
by Federal regulations, SFS will notify the student by adjusting the work-study award in the SIS Student Center. If an FWS award is canceled, the hiring department must use departmental funds to pay 100% of the wages for the student.

Obtaining an FWS Position

Federal Work-Study postings will be created in Workday with an automatic push to Handshake, an online data system overseen by the University Career Center. 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. Through Handshake, students also have the ability to create a profile to receive job recommendations, messages, and notifications about career events. Handshake postings for Federal Work Study positions at UVA will direct applicants to apply directly in Workday.

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 and to practice common courtesy by giving their supervisors appropriate notice (two weeks is standard).

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 simultaneously, 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.

Dates of the FWS Program

For 2020-2021, the earliest and latest dates to work in an FWS position are as follows:

- Students enrolled for both the fall and spring semester should begin work no earlier than August 25, 2020 and end no later than May 14, 2021.
- Students enrolled for the fall semester only should begin work no earlier than August 25, 2020 and end no later than December 11, 2020.
- Students enrolled for the spring semester only should begin work no earlier than January 20 February 1, 2021 and end no later than May 14, 2021.
- 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 send your request to uvaworkstudy@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 encouraged to complete the Student Hiring and Faculty Payments training course through Workday. Please log-on to Workday, click Learning and sign up for this course.

If you need help in Workday, Human Resources has a wide range of job aids, videos, virtual learning, and live classes to meet your needs. Visit https://workday.hr.virginia.edu/ and sign in using your NetBadge for Workday Training information. For additional step-by-step guides, please take a moment to review the student hire job aids that are available to assist you with your student hiring needs.

In addition to the job aids, there is an opportunity to get more work-study information by attending the annual August Fiscal Administrator update for Federal Work Study. During this session, Student Financial Services provides an update regarding the UVA Federal Work Study program. Employers will be notified of this or other training options via e-mail and/or through the resources web page for Federal Work Study Administrators.
III. 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 completed UBI training and receive access, you will be able to view the Work-Study Module.

Select the “UBI” button from the [Links for UVA Systems](#) page.

Select the drop-down menu for “Category” and select “Work Study”. Open the “Work_Study_Module.qvw” for the Access point.
After opening the module, the below information will be displayed.

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.” The web link for this material can be found at [https://communityhub.virginia.edu/content](https://communityhub.virginia.edu/content) then in the search for “work-study.”
IV. HIRING A WORK-STUDY STUDENT

Student Financial Services will direct eligible FWS students to Handshake in order to search for a work-study position. With this readily accessible electronic process, students can search for FWS jobs based on their own interests and class schedules.

To simplify the job posting process, all job postings for work-study positions needing recruitment will be created in Workday. The “Create Job Requisition” task in Workday can be used to initiate this process, and the HR Talent Flexibility team will work with hiring managers to create FWS-compliant postings, which will then be pushed automatically to Handshake. (If the department has pre-identified a work-study student for hire, at present no Workday posting is required. A Handshake ID will be requested within Workday, but at present the following alternate wording can be supplied instead: “advertised elsewhere.”)

Many employers will choose to cut and paste the job description, skills, and responsibilities into the posting from another document. This is acceptable, as long as the posting contains 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 FWS 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.

Remote Work

For positions in which remote work is feasible (even if not necessarily required), please add the word “Remote” to your position title within Workday. This will allow students who are not living locally to know which jobs are potentially appropriate for them. The Career Center will suggest that such students add that key word to any search they may run within the Handshake database, and your job(s) will appear in the search results if the word “Remote” figures prominently.

Approved Postings

Once the posting is approved, it will automatically be pushed to Handshake. Handshake will direct students to apply in Workday, so all applicant screening for all employee types will occur in the same system. For Workday training materials, including a “Create Job Requisition” job aid, please visit http://workday.hr.virginia.edu.

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 the position you are offering 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:

- Displacing employees (including those on strike) or impairing 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
- Soliciting, accepting, or permitting solicitation 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 students with multiple work-study jobs earn more than their work-study awards, then it is the hiring department’s responsibility 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 simultaneously 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 so that no earnings remain associated with the work-study award.

At no time may students be paid as a work-study student for work exceeding 40 hours in a week. Per University Wage Authorization, work is limited to no more than 20 hours a week while classes are in session; and only full-time students (enrolled in 12+ hours) 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.

**Workday Setup**

Once you have a student that you would like to hire and you have checked the UBI eligibility report (see Chapter V of this handbook) to ensure that he/she has been awarded work-study, you may initiate the hire within Workday. Managers and individuals with the Student Hiring Support role in Workday have responsibility for initiating student hires in Workday. A Work-Study student is entered exactly as any other student worker, except a Job Profile in the “Work Study” job family must be selected and, by virtue of that, a Federal Work-Study Voucher will be created (see next section).

Details of the job setup process can be found within the job aids provided at the Help>Job Aids link under your profile picture in Workday. Then select the “Student Hiring” folder:
There are a number of helpful resources there, but for FWS job setup instructions, select “SH-Student Hire (Hourly)):

Then click on the job aid title above the image and temporarily download the file (otherwise you’ll see only a preview of the file):

If you save the file for easy access in future, it’s important to visit the Job Aid site on some periodic basis, as documentation is constantly being updated to reflect refinements to process and protocol.

It is critical that the student be 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 in Appendix A. Each FWS job level (A-G) has a dedicated Job Profile in Workday that must be selected when initiating the “Hire Student” task in Workday. If the appropriate Job Profile is not selected when hiring, the
funds will go to the department’s suspense account, and the department will be responsible for paying 100% of the student’s wages.

The student should be set up for employment no later than the pay period that includes the student’s start date. It is possible to complete much of the set up well in advance of the start date.

For more information on initiating a work-study student hire in Workday, see Chapter VII of this handbook. For additional detailed information, visit the Workday Training website at http://workday.hr.virginia.edu.

**Federal Work-Study Voucher**

New this year, a Federal Work-Study Voucher and job description will be created as an integral step in the setup process within Workday for the following types of employment actions:

- new hire,
- change job, and
- additional job

In the above cases, in order to complete the hire of a work study student, the initiator of the hire will complete a brief “questionnaire” including information that, together with data already entered in Workday, will generate the voucher and job description. This topic is covered in the “SH-Student Hire (Hourly)” Job Aid mentioned above. Once the financial approver signs off, the originator of the hire will be asked to acknowledge the hire in Workday, and the completed voucher and job description will be transmitted electronically to Student Financial Services, where it will be reviewed.

**Currently, for compensation changes, the FWS voucher is not created automatically**, so the traditional manual-voucher process must be used in such cases. A copy of the 2020-2021 FWS Voucher can be found in Appendix D and on the SFS web page for FWS administrators: [https://sfs.virginia.edu/federal-work-study-administrators](https://sfs.virginia.edu/federal-work-study-administrators). As in the recent past, manually created vouchers should be sent, along with a copy of the Handshake job description, as a PDF to uaworkstudy@virginia.edu. If you are changing compensation for several students simultaneously, you may submit individual voucher-job description “packets,” one per student, OR a single PDF containing a string of “packets.” All manually created vouchers + job descriptions should be sent in PDF format.

Regardless of how it arrives – through the new Workday process or via e-mail – if the voucher is compliant, SFS will request that the award and project be linked. The linking process takes approximately two workdays (or somewhat longer during high-volume periods). If there are issues with the voucher, departments will be asked to resolve them.

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.
V. FWS HOURS & PAY RATES

When classes are officially in session, students usually work between ten and twenty 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 2020-2021.) In some instances, students may elect to work up to 40 hours a week when class 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. Timecards are submitted electronically in Workday. In order to be paid as a work-study student, students must report all hours worked during the relevant pay period and submit timesheets according to the university's bi-weekly payroll calendar.

Federal Work-Study student employees may not falsify to their employers the number of hours worked. If a student is found to have falsified hours, employment may be terminated, and the student will be required to reimburse the University all money paid for falsified hours. The student will also be referred to the Dean of Students' adjudication process and may be terminated from the University.

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 or State minimum wage or the minimum wage set by the University Wage Authorization, whichever is greatest.

Pay rates for FWS jobs are based on the duties and responsibilities of the position. Employers will determine the pay rate of the student employee by also taking into account the student’s skills and experience. It is not acceptable to base the wage rate on any factor not related to the job description and the student’s skills.

Wage ranges for work-study students are posted in Appendix A of this handbook. In order to ensure pay equity across Grounds, departments are strongly urged to pay students based on the wage range for the type of position held. Departments that need to exceed the wage range for some unusual reason may request an exception by submitting a justification for the variance, either through the FWS voucher questionnaire in Workday or, for a compensation change only, in the e-mail that accompanies submission of the manually generated FWS voucher and job description.

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 in accordance with the University Wage Authorization. The 2020-2021 Wage Authorization states that all students must be paid at least $8.25* an hour and no more than $18.00 an hour for undergraduates, and no more than $25.00 an hour for graduate students. (*On May 1, 2021, the minimum wage for Virginia will increase to $9.50.)

For more information regarding the 2020-2021 Wage Authorization, visit the following website:

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

Paychecks

The actual amount students earn 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 onboarding tasks in Workday **before** they begin working. **UVA HR is required to terminate the employee until documentation is presented.** Onboarding includes federal and state tax elections, payment elections (direct deposit), and the form I-9. Please note: If a student was previously employed by the University and completed an I-9 in Workday **after January 2019**, then a new I-9 is not required. If an I-9 is required, the following steps apply:

1. **Complete section 1 of the Form I-9.** Employees who are foreign nationals who do not have a social security number should contact the HR Solution Center.

2. **Gather and bring acceptable documents to complete part II of the I-9.** *Usually, no copies, faxes, or electronic versions will be accepted. This is a legal requirement.* Student employees who are unable to present acceptable documents before their suggested start date must contact the HR Solution Center. *During the COVID-19 pandemic, please see this page for updated guidance regarding the I-9.*

Before being paid, a student’s hire must be successfully completed in Workday with Labor Distribution completed in Oracle and, new for 2020-2021, an FWS voucher and job description generated from within Workday for all new jobs. Payroll is a deadline-driven process, so students must adhere to the timesheet deadlines to be paid on time. Students are paid according to the biweekly payroll calendar available at the URL noted below: [https://payroll.vpfinance.virginia.edu/academic-payroll-and-leave-calendar](https://payroll.vpfinance.virginia.edu/academic-payroll-and-leave-calendar).
A student may not be paid federal work-study funds for timesheets submitted after the submission deadline published on the biweekly 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

Federal Work-Study awards are not applied to the student account billing statement. Instead, students will receive pay for hours actually worked. The University requires all students to have their earnings deposited directly to their own personal bank account.

Students will set up Direct Deposit as part of onboarding in Workday using the “Manage Payment Elections” task that will automatically populate in their Workday inbox upon hire. Direct deposit information can be updated in Workday at any time.

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. Students are responsible for reporting all FWS earnings on their income tax returns.
VII. INITIATING THE WORK-STUDY HIRE IN WORKDAY

The student must be set up correctly in Workday (with Labor Distribution in Oracle). *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 students earn their annual awards, they must immediately be either terminated or switched to regular student wages. The department is responsible for paying 100% of all wages beyond the award.

Managers and local resources with the Student Hiring Support role can initiate student hires. Because all active students will already have a basic record in Workday, this requires minimal data entry and student eligibility (including Work Study eligibility) can be verified in Workday prior to and after hire.

A step-by-step guide to the “Hire Student” process can be found in Workday. For more information, please visit the Workday Training website at [http://workday.hr.virginia.edu](http://workday.hr.virginia.edu). For those who were involved with the FWS program last year, please note some slight changes to the following step within the Workday approval process:

**Approval by Financial Approver**

The “Hire Student” process will then route to the Financial Approver assigned to the department or unit in which the student will be working. They will have the option to Approve (at which point the student will be hired), Send Back (to allow the initiator to edit part of the hire), or Deny (which will cancel the process). To review the hourly rate, the Financial Approver must click the “Task Actions” button (the gear in the upper-right corner of the inbox task) and select “View Details.” By clicking on the “Process” tab and then the “Propose Compensation” step, they can review the hourly rate.

If the Finance Approver selects Approve from the inbox task:

- If an active employee, the initiator of the hire will receive a notification in Workday to acknowledge the FWS hire and view the resulting voucher and job description (the copy within Workday is for departmental records only, as Student Financial Services will automatically receive its own copy of the PDF);
- If a new hire, the HR Talent Support team will receive the Onboarding Setup task and kickoff onboarding tasks for the student in Workday, including the Form I-9, tax and payment elections, and more;
- Then, when onboarding is complete, the initiator of the hire will receive a notification in Workday to acknowledge the FWS hire and view the resulting voucher and job description (the copy within Workday is for departmental records only, as Student Financial Services will automatically receive its own copy of the PDF);
- Hire information will flow to Oracle to allow LD to be scheduled. Please note the following:
  - The LD Scheduler will get a notification in Workday that an action has been taken which may require LD Scheduling and will include the effective date. The earliest this will be available in Oracle is 1-2 days after the effective date.
VIII. 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. 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 SR00269. Please allow a minimum 48 business hours after generating the voucher through the Workday hire process for the project to be linked. You will not receive any notification from SFS that the project has been linked; however, once the new award has been linked you will see it within Oracle.

For general information about labor distribution (LD), please see this web page: https://foc.virginia.edu/labor-distribution and especially the “Labor Distribution Training Guide.”

For detailed step-by-step LD instructions regarding FWS positions, at the above URL please see the link (under “Resources/References”) titled “Labor Distribution for Work-Study.” Some notes to guide your efforts appear here:

**BE SURE TO SELECT THE CORRECT ASSIGNMENT NUMBER. THERE MAY BE SEVERAL.**

When entering 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%.

**For All FWS Positions Except America Reads** (for which instructions appear below):

**FWS Funding** - 75% of the student’s labor distribution – enter the PTAEO as follows:

- **Project**: YOUR appropriate department PROJECT Number
- **Award**: SR00269 - FI-Work Study FY21 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, UVA Stdnt 75%”

**Department Funding** - 25% of the student’s labor distribution – enter the PTAEO as follows:

- **Project**: YOUR appropriate department project
- **Award**: YOUR appropriate award
- **Organization**: YOUR appropriate departmental organization number
- **Expenditure type**: ALWAYS use “Wages, WS, UVA Stdnt 75%”

**For America Reads Positions:**

**FWS Funding** - 100% of the student’s labor distribution – enter the PTAEO as follows:

- **Project**: YOUR appropriate department PROJECT Number
- **Award**: SR00269 - FI-Work Study FY21 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 100%”
- **Percentage**: 100
When entering the Start Date and End 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. In order for wages to be paid out correctly, please enter the Start Date as the beginning of a payroll period and the End Date as the end of a payroll period. Although these start and end dates may fall just before or just after the dates on which students are actually eligible to work, students should not enter work hours outside of the date ranges noted below:

- Students enrolled for both the fall and spring semesters should begin work no earlier than August 25, 2020 and end no later than May 14, 2021.
- Students enrolled for the fall semester only should begin work no earlier than August 25, 2020 and end no later than December 11, 2020.
- Students enrolled for the spring semester only should begin work no earlier than January 20, February 1, 2021 and end no later than May 14, 2021.
- Work-study is not available during the summer.

If students leave their Work-Study jobs prior to the dates listed above, Oracle Labor Distribution should reflect the actual end date.

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.

**The work-study award will be end dated on May 23, 2021** (i.e., the end of the payroll period that includes the last day on which FWS-related work may be performed: May 14, 2021).

Save your work, whenever given the opportunity.

If students deplete their FWS awards, immediate action will need to be taken in Workday to add a new job for the relevant student in a regular student (versus work-study) job profile. Refer to the Workday Job Aids by logging into NetBadge and then clicking on this link: **Job Aids**. Open the “Student Hiring” folder and select “SH-Work Study to Non Work Study” pdf for step-by-step process to move your student to a regular student worker.
IX. 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.
   - Currency: USD will default.

   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 you use a Distribution Adjustment end date that is later than 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.

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 PTAEO to be adjusted.

   IMPORTANT: DO NOT select multiple PTAEOs (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 PTAEO 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 PTAEO), enter the appropriate PTAEO combination to specify new charging instructions in the following fields:
   - Project
   - Task
   - Award
   - Expenditure Type *(see notes below)*
   - Organization

   *Expenditure Type notes:
   - 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.
   - If you are performing adjustments for students who have already gone over their FWS award limits, ensure you change the expenditure type to "Wages, Student" in the adjustment.

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 PTAEO from the Actual Distributions region or before you submit the action.

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

13. Continue entering PTAEOs until you have compensated for 100% of each credit PTAEO.

   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 PTAEO, you must re-charge the remaining amount to the existing PTAEO.

   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-2021 (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.
APPENDIX
# Appendix A: 2020-2021 FWS PAY RANGES

## FEDERAL WORK-STUDY (FWS) - UNDERGRADUATE STUDENT EMPLOYEES

<table>
<thead>
<tr>
<th>Workday Job Profile</th>
<th>Job Title</th>
<th>Job Description</th>
<th>Pay Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACD_101731 - Federal Work Study Undergraduate A (Oracle role code 89337)</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>$8.25* - $11.00 *will increase to $9.50 as of 5/1/21</td>
</tr>
<tr>
<td>ACD_101732 - Federal Work Study Undergraduate B (Oracle role code 89337)</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>$10.00 - $13.00</td>
</tr>
<tr>
<td>ACD_101733 - Federal Work Study Undergraduate C (Oracle role code 89337)</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>$11.50 - $15.00</td>
</tr>
<tr>
<td>ACD_101734 - Federal Work Study Undergraduate D (Oracle role code 89337)</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>$13.50 - $18.00</td>
</tr>
</tbody>
</table>

**THESE RATES MAY SUPERCEDE OTHER PAY SCALES**
### FEDERAL WORK-STUDY (FWS) - GRADUATE STUDENT EMPLOYEES

<table>
<thead>
<tr>
<th>Workday Job Profile</th>
<th>Job Title</th>
<th>Job Description</th>
<th>Pay Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACD_101735 - Federal Work Study Graduate E (Oracle role code 89333)</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>$8.25 - $13.00</td>
</tr>
<tr>
<td>ACD_101736 - Federal Work Study Graduate F (Oracle role code 89333)</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>$11.50 - $18.00</td>
</tr>
<tr>
<td>ACD_101737 - Federal Work Study Graduate G (Oracle role code 89333)</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 supervision is provided; independent judgment and decision-making skills required.</td>
<td>$16.50 - $25.00</td>
</tr>
</tbody>
</table>

**These rates may supersede other pay scales**
## FEDERAL WORK-STUDY – AMERICA READS

<table>
<thead>
<tr>
<th>Workday Job Profile</th>
<th>Job Title</th>
<th>Pay Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACD_101740 - Federal Work Study America Reads Undergraduate Tutor</td>
<td>Undergraduate Tutors</td>
<td>$12.00</td>
</tr>
<tr>
<td>(Oracle role code 89324)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACD_101741 - Federal Work Study America Reads Graduate Tutor</td>
<td>Graduate Tutors</td>
<td>$17.00</td>
</tr>
<tr>
<td>(Oracle role code 89324)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACD_101742 - Federal Work Study America Reads Graduate Tutor Mentor</td>
<td>Graduate Tutor Mentors</td>
<td>$18.00 - $25.00</td>
</tr>
</tbody>
</table>
Appendix B: FWS EMPLOYERS CHECKLIST

❑ Verify that the student is eligible for FWS funding by running the FWS Awards report in UBI and/or reviewing the “Work Study Eligible?” flag on the student’s student record in Workday, found on the Find External Students report.

❑ Complete “Hire Student” task in Workday (Manager or Student Hiring Support). Ensure job profile from “Work Study” job family has been selected.

❑ Enter student in Oracle Labor Distribution.
  o Verify that the project you will use to pay the student has been linked to the work-study award SR00269.
  o For 75% of the student’s labor distribution the PTAEO will be as follows:
    ▪ P and T – the appropriate department project
    ▪ A – SR00269
    ▪ O - the appropriate employing organization
    ▪ E – always use “Wages, WS, UVA Stdent 75%”
  o For 25% of the student’s labor distribution, substitute the appropriate funding award as determined by your department.
  o Each student should have two entries, except for the America Reads program.

Enter start and end dates:
- Students enrolled for both the fall and spring semesters should begin work no earlier than August 25, 2020 and end no later than May 14, 2021.
- Students enrolled for the fall semester only should begin work no earlier than August 25, 2020 and end no later than December 11, 2020.
- Students enrolled for the spring semester only should begin work no earlier than January 20, February 1, 2021 and end no later than May 14, 2021.
- Work-study is not available during the summer.

❑ When prompted within Workday, complete the FWS Voucher and job description process. The Handshake ID and job description must be copied and pasted into the appropriate fields within the voucher questionnaire. If a student is being rehired into the same position, or was hired without recruitment, follow the relevant instructions within the questionnaire itself.

❑ If students leave their work-study jobs prior to the initially entered end 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. All positions must have a job description, regardless of whether or not recruitment was performed. Student Financial Services may be auditing Work-Study employers during the academic year in order to ensure compliance with Federal regulations.

❑ Monitor student hours and earnings closely to ensure that earnings do not exceed the student’s federal work-study award amount. Remember that any overage will be charged 100% to 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 return to Workday to submit a compensation change. A manually generated FWS voucher and job description must be submitted in this case – create a PDF and send to uvaroworkstudy@virginia.edu.
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. Most work-study positions will be posted in Handshake. This occurs automatically when you initiate the job requisition process in Workday. You do not have to reactivate a Workday posting if the job description is not changing from year to year and you will not be recruiting a student. For now, if a student is being rehired into the same position, or was hired without recruitment, follow the relevant instructions within the Workday voucher questionnaire itself.

4. Students may have multiple work-study assignments and/or multiple student assignments. If students with multiple work-study jobs earn more than their work-study awards, 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 simultaneously 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 moved 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, even when classes are not in session.

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, when prompted complete the Workday questionnaire that will create the Federal Work-Study Voucher and job description. Please keep in mind that certain job responsibilities do not meet Federal regulations for Work-Study positions. By electronically signing the Work-Study voucher, you are agreeing to abide by FWS 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 submissions.

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 need to be used for any delayed submissions.

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 25, 2020 and May 14, 2021. 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 Workday and/or Labor Distribution, all hours worked will be paid by the hiring Department at 100%.

# Federal Work Study Voucher

**Period of Award:** August 25, 2020 – May 14, 2021

**Instructions:** For 2020-2021, this form is used only for compensation changes – vouchers for new hires and rehires are now created within Workday. Do not amend this form. Include only the 6-digit Project number from the PTAEO for 25% departmental 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.

<table>
<thead>
<tr>
<th>Student and Position Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
<td>SIS ID or UVA Computing ID (i.e. abc2d)</td>
</tr>
<tr>
<td>Name of Position</td>
<td>Hourly Rate</td>
</tr>
<tr>
<td>Approximate hours per week</td>
<td>Start Date (not before 8/25/20)</td>
</tr>
<tr>
<td>End Date (not after 5/14/21)</td>
<td></td>
</tr>
<tr>
<td>Supervisor Name (for FWS position)</td>
<td>Supervisor Phone</td>
</tr>
<tr>
<td></td>
<td>Supervisor Email</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>Work-Study Coordinator Name</td>
<td>Phone</td>
<td>Email</td>
</tr>
<tr>
<td>Initiator of “Hire Student” in Workday</td>
<td>Phone</td>
<td>Email</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Category (refer to FWS Handbook)</th>
<th>Handshake Job ID (if no recruitment through Handshake, enter “advertised elsewhere”)</th>
<th>Has the student’s FWS eligibility been checked?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ ACD_101731 - FWS Undergraduate A</td>
<td>□ ACD_101732 - FWS Undergraduate B</td>
<td>□ ACD_101735 - FWS Graduate E</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>□ ACD_101733 - FWS Undergraduate C</td>
<td>□ ACD_101734 - FWS Undergraduate D</td>
<td>□ ACD_101736 - FWS Graduate F</td>
<td>□ ACD_101740 – FWS America Reads Undergraduate Tutor</td>
</tr>
<tr>
<td>□ ACD_101737 - FWS Graduate G</td>
<td>□ ACD_101741 - FWS America Reads Graduate Tutor</td>
<td>□ ACD_101742 – FWS America Reads Graduate Tutor Mentor</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.
Appendix E: PAY RATE ADJUSTMENT REQUEST

PAY RATE ADJUSTMENT REQUEST FOR
FEDERAL WORK-STUDY (FWS) STUDENT EMPLOYEES
2020-2021

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>

- □ ACD_101731 - FWS Undergraduate A
- □ ACD_101732 - FWS Undergraduate B
- □ ACD_101733 - FWS Undergraduate C
- □ ACD_101734 - FWS Undergraduate D
- □ ACD_101735 - FWS Graduate E
- □ ACD_101736 - FWS Graduate F
- □ ACD_101737 - FWS Graduate G
- □ ACD_101740 – FWS America Reads Undergraduate Tutor
- □ ACD_101741 - FWS America Reads Graduate Tutor
- □ ACD_101742 – FWS 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>
<tbody>
<tr>
<td>Current Pay Rate</td>
<td>Adjusted Pay Rate</td>
</tr>
<tr>
<td>$</td>
<td>$</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

2021 FWS Employer Handbook 8/31/2020