

Employer Handbook

Federal Work-Study (FWS) Program

2024-2025

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. 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 who participates in the FWS program.

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), the 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 University Financial Aid Application (UFAA).

Students awarded FWS will be notified by email 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 before the hiring process.

Departments have access to student eligibility lists (i.e., students awarded FWS for the academic year) through the Federal Work Study app in the UBI User Hub, as outlined later in this handbook.

If an undergraduate student drops below full-time hours, Student Financial Services may approve an exception to continue a Federal Work Study position if all these conditions are met:

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

Award Amounts

The standard annual award amount is \$3,000-\$4,000 for undergraduate students and \$6,500 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 a student may earn in FWS funds for the academic year or award period. This includes both the 75% paid by FWS subsidy and the 25% paid by the hiring department to employee a FWS student. The actual amount earned by the working student depends on the hours worked each week and the pay rate established by the employer upon hiring the student. Once a student reaches the earnings limit, they must either stop working or obtain departmental approval to continue working. In the latter case, any wages earned above the FWS award must be paid 100% by the department and the department will need to remove the student as a FWS employee within Workday and replace the FWS position with wage earning position in Workday.

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 must 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 a FWS award is canceled and there is no remaining eligibility for Federal Work Study, the hiring department must use departmental funds to pay 100% of the wages for the student. It is both the expectation and the responsibility of the student to share any changes in the Financial Aid Award with the hiring department. We encourage all hiring managers to remind FWS students upon hire to please advise you if there is ever any change in the over-all Financial Aid Award while working in the department.

Obtaining a 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 can also 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 all supervisors that they have accepted more than one work-study position. In addition, students may not be hired into a Medical Center, a faculty or staff position, and a work-study position simultaneously due to the FICA tax exemption on work-study earnings.

Please note that all University departments, schools, and offices are eligible to hire students who have been awarded Federal Work-Study funds. These hiring University departments must be under company UVA_207 'The Rector & Visitors of the University of Virginia'. 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.

Dates of the FWS Program

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

- 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**
- Students enrolled for the *fall semester only* should begin work no earlier than **August 27, 2024**, and end no later than **December 17, 2024**.
- Students enrolled for the *spring semester only* should begin work no earlier than **January 13, 2025**, and end no later than **May 9, 2025**.
- 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

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** 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://hr.virginia.edu/workday-training> and sign in using your NetBadge for Workday Training information. For additional step-by-step guides, please take a moment to review the Student Hiring Site, <https://hr.virginia.edu/careers-uva/talent-flexibility-services/student-hiring> that is available to assist you with your student hiring needs. There is also a "Guide to Student Employment" which is a linked resource from this page, too, for further assistance. If additional assistance is needed for questions about Workday, you can contact the HR Solution Center at ASKHR@Virginia.edu or by calling (434)243-3344.

III. ELIGIBILITY AND EARNINGS REPORTS IN THE FEDERAL WORK STUDY APP IN THE UBI USER HUB

Hiring departments will be responsible for running work-study eligibility reports and work-study earnings reports in the Federal Work Study app. Proper security access and training must be completed to access these reports.

Requesting Qlik Sense Responsibilities in Workday

All new requests must be made using the System Access Requests application on your Home Page in Workday:



System Access
Requests

Once you have opened the application, select UBI Access Requests.

If you have not already done so, complete the online training for UBI in Workday. You may take either Intro to Qlik Sense, if you are a new Finance user, or Intro to UBI – SIS, which is oriented to Student data. You need not

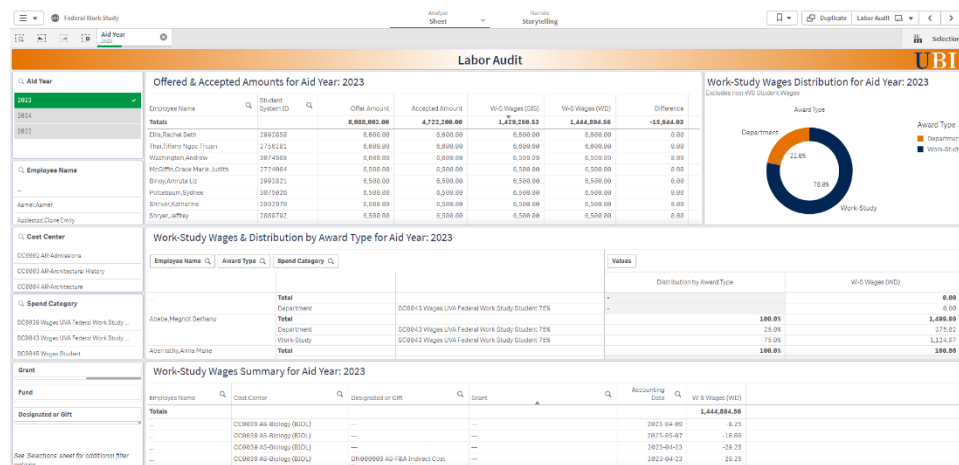
take both, even if you are requesting access to both Finance and Student data; however, you may find it helpful.

You will need to request the Finance Role below:

Finance	EDW_P_Finance	This role gives access to all Financial System data available in UBI. This includes legacy data from the Integrated System, and beginning in July 2022, data from Workday Financials.
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Users requesting access to the EDW_P_Finance role will also be required to complete GLBA and Safeguarding Student Financial Information training. This training is available in Workday. Once you have logged into Workday, select Learning and then Browse Learning Content. Search for GLBA and enroll and complete the training.

Once you have completed training and receive access, you will be able to view the Federal Work-Study Module in QlikSense. See below for a screenshot of the application:



IV. HIRING A WORK-STUDY STUDENT

Student Financial Services will direct eligible FWS students to Handshake 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. However, a Handshake ID will be requested within Workday through the creation of the FWS Voucher. If a Handshake ID is needed, please email your request to askHR@virginia.edu and Talent Flex will assist with getting a Handshake ID number.)**

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

- Name and address of employer
- Job purpose
- Responsibilities and Duties
- Qualifications
- Start and end date **(Double check the year is accurate and not previous years)**
- Wage rate or range **(Ensure you have the correct hourly wage rate by checking the Appendix. Reminder pay ranges can change yearly.)**

IMPORTANT: Job postings **must** contain the above information 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 funds until a complete job description is submitted.

Remote Work

For positions in which work is 100% remote, please add the word “Remote” to your position title within Workday. If the position is either remote or in person, please insert the wording, “Remote optional/possible”. 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 keyword 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.

We do not offer work-study for the term a student is studying abroad.

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 <https://hr.virginia.edu/workday-training>.

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 allotted work-study earnings, then all funds to continue employment with the student is to be paid from the hiring department's funding. We **CANNOT** process a Payroll Accounting Adjustment in Workday to move funds from FWS to Student wages, so it is **VERY IMPORTANT** that departments set up the **Worker Position Earning Costing Allocation for any FWS Overage** when initially assigning the costing allocation to a student's FWS position. The department is responsible for monitoring the student's earnings to ensure that a student does not earn more than their FWS award for the year.

Due to the FICA tax exemption on work-study earnings, students may not be hired into a faculty or staff assignment and a work-study assignment simultaneously. If a student is hired into a faculty assignment and a work-study assignment, the student will need to choose which assignment they wish to retain. If the student selects 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.

Per University Wage Authorization, <https://provost.virginia.edu/wage-authorization-academic-areas>, students should not be working more than 20 hours each week. Exceptions to work more than 20 hours per week must be supplied from the dean of the school, or their designee. The approval must be based upon the recommendation and assurance of the student's major advisor that progression toward the degree will not be adversely affected. The Advisor's assurance and the exception granted must be documented and kept on file in association with the student's profile within Workday and a copy supplied to Student Financial Services to be scanned in the student's file for the Federal Work Study program. Exceptions may not be granted for international students.

To be eligible for Federal Work Study employment, students must be enrolled with full-time credits, and in a degree program. If a student drops below full-time credits, to be eligible for FWS employment, an exception must be approved from Student Financial Services. Student Financial Services may approve an exception to continue a Federal Work Study position if all these conditions are met:

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

The hiring department is responsible for ensuring that students comply with the full-time requirement unless an approved exception is granted to continue the Federal Work Study position from Student Financial Services.

Workday Set-up

Once you have a student that you would like to hire and you have checked the Federal Work Study app eligibility report to ensure that the student 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 within 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) within Workday automatically.

Details of the job set-up process can be found within job aids by clicking "Help" under your profile picture in Workday. Clicking "Help" will automatically direct you to the Workday Training page, which includes job aids. If desired, you may click either "Manager" and then "Student Hiring" or "Security Roles" then "Student Hiring

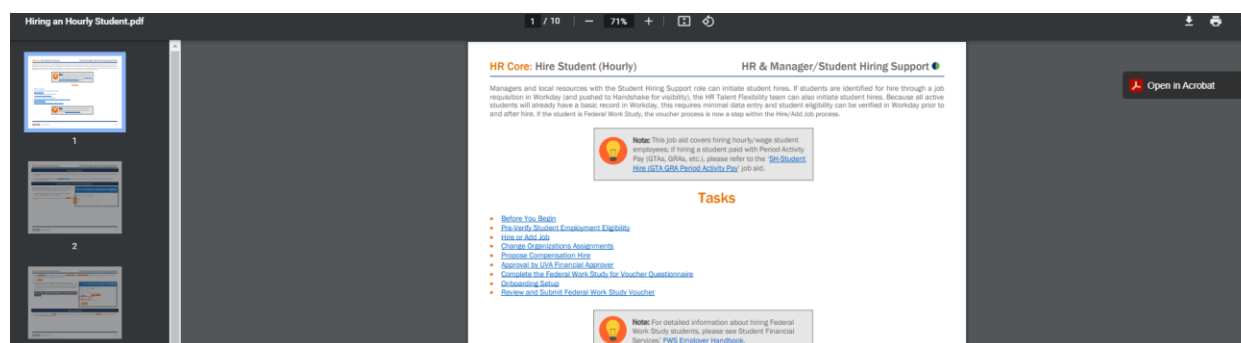
Support.” Student Hiring Site can be found here, <https://hr.virginia.edu/careers-uva/talent-flexibility-services/student-hiring>.

There are several helpful resources there, but for FWS job set-up instructions, select “Hiring an Hourly Student (Non-Work Study or Work Study)”:

JOB AIDS

Title	Overview
Hiring an Hourly Student (Non-Work Study or Work Study)	Hourly students are paid by the hour for their duties. Use this guide to help you navigate the process of checking the student's eligibility for employment and entering the position in Workday.

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 within a **FWS Job Family and Job Profile** to be paid as a work-study student. Students set up incorrectly **CANNOT** be retroactively paid FWS wages.

When setting up the payroll costing allocation, please select a category 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 after running the “Pre-verify Student Employment Eligibility” report 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 <https://hr.virginia.edu/workday-training>.

Federal Work-Study Voucher

A Federal Work-Study Voucher and job description will be created automatically as an integral step in the set-up process within Workday for the following types of employment actions:

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

In the above cases, 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 “Hiring an Hourly Student (Non-Work Study or Work Study)” 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 for accuracy and compliance of the Federal Work Study program.

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 2024-2025 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>. As in the recent past, manually created vouchers should be sent, along with a copy of the Handshake job description, as a PDF to uvaworkstudy@virginia.edu. **All manually created vouchers + job descriptions should be sent in PDF format.**

Regardless of how it arrives – through the new Workday process or via email – if the voucher is compliant, SFS will approve the voucher or reach out to the hiring department to identify any information listed on the voucher that may be unclear. The departments will be able to set up payroll costing allocations with the FWS Grant (listed later in the handbook) at the time of hire and it will then have to be approved by the Federal Work Study Specialist.

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 payroll 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 2024-2025.) Students may sometimes 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. 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 and 30-day guidelines with Workday.

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 considering 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. **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 the 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 **2024-2025** Wage Authorization states that all students must be paid at least \$12.00 an hour and no more than \$26.00 an hour for undergraduates, and no more than \$32.00 an hour for graduate students.

For more information regarding the **2024-2025** Wage Authorization, visit the following website:

<http://provost.virginia.edu/wage-authorization>

VI. STUDENT PAY INFORMATION

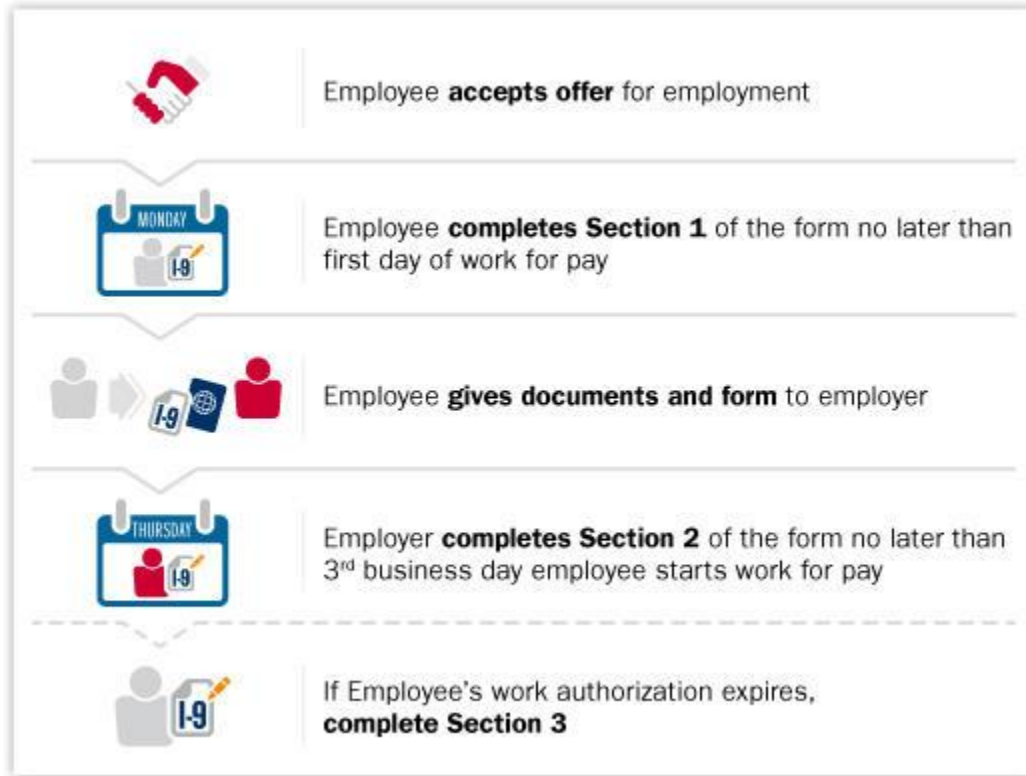
Paychecks

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. 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](#).



Before being paid, a student's hire and Payroll Costing Allocation must be successfully completed in Workday. A FWS voucher, and job description generated from within Workday for all new jobs are also required prior to the student getting a paycheck. 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>.

A student may not be paid federal work-study funds for timesheets submitted after the submission deadline published on the biweekly payroll calendar and Workday Guidelines of 30 days or less. Any delayed submissions will need to be paid out of departmental funds.

For audit purposes, employers must maintain job descriptions, pay rates, 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 into 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, and the costing allocation must be assigned in Workday. ***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 allotted earnings, 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 on 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>.

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 task 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 initiator of the hire 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 task 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).

- Schedule Costing Allocation in Workday. Please insert details about scheduling costing allocation in Workday. Perhaps link to Assign Costing Allocation: Federal Work Study Quick Reference Guide. https://uvafinance.virginia.edu/sites/uvafinance/files/2022-05/UVAFST_QRG_AssignCostingAllocationFWS.pdf.

VIII. FWS Students & Payroll Costing Allocation in Workday

Hiring departments **DO NOT** need to provide a worktag value to Student Financial services to link. The Federal Work Study program will be using a Grant to pay students Federal Work Study Wages, but keep in mind the percentages are still the same, 75% funding by the Federal Work Study Grant and 25% funding by the individual department.

The Federal Work Study Voucher is still required for each student every year. It is completed and submitted to SFS through Workday.


In Workday, it is particularly important for you to have the student set up in a **Federal Work Study Job Family** and **Job Profile** because it is the driving factor to the **Pay Components**. We **CANNOT** process a payroll accounting adjustment to move wages to or from a FWS pay component in Workday, so please have the student set up correctly. If the student is not set up in the correct Job Family or Profile and is paid student wages, a new FWS position will need to be created to have the student's wages paid out correctly in the future.

For additional information and training about Costing Allocation, please see this web page:

<https://uvafinance.virginia.edu/workday-finance-training>. Here you will find all the Quick Reference Guides (QRGs). Please review the section on "Payroll Accounting- Costing Allocation (Payroll Costing Specialist & Payroll Costing Manager)" and specifically the ["Assign Costing Allocation: Federal Work Study"](#) QRG.

Please review the step-by-step process for payroll costing allocation set up for the student's wages to the two FDM strings.

The FWS Grant being used to fund 75% of a student's wages is **GR103008 IN-SFS FFA Federal Work Study (FWS) Program FY25**. You do not have to have the approval to set up your student's Payroll Costing Allocation beforehand. This FWS Grant is different each year, so please make sure you are using the correct value.

	Typically, the distribution split will be 75% on Work Study and 25% on Departmental Funds.
	An FWS Grant cannot be used on a costing Allocation for a student whose position is not in the Work Study Job Family in HCM.
	There are certain job profiles that will allow for FWS allocations to be set up at 100% or 50% (Ex. "America Reads" or "Community Work Study for Profit"). If the worker has not been set up in HCM as this specific job profile, the appropriate spend category will not be used even if the costing is allocated that way.

For detailed step-by-step Costing Allocation instructions *regarding FWS positions*, please reference the ‘Assign Costing Allocation: Federal Work Study’ on the UVA Finance Training website referenced above. Some notes to guide your efforts appear here:

BE SURE TO SELECT THE CORRECT POSITION ID. IT WILL AUTO-POPULATE WITH THE *PRIMARY POSITION*, SO PLEASE MAKE SURE YOU SELECT THE STUDENT’S FEDERAL WORK STUDY POSITION.

Worker Costing

Worker *	<input type="text" value="x Cecilia Ellen Rogers ..."/>	<input type="text"/>
Position *	<input type="text" value="x P469308 Federal Work Study Undergraduate C - Cecilia Ellen Rogers ..."/>	<input type="text"/>
Earning	<input type="text"/>	<input type="text"/>



When entering the percent of the worker costing associated with the position:
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):

Department Funding - 25% of the student’s costing allocation – enter the FDM String below:

Costing Company: The Rector & Visitors of the University of Virginia
Gift, Grant, Designated, OR Project: YOUR appropriate Departmental Value
Fund: YOUR appropriate departmental value
Cost Center: YOUR appropriate Departmental Cost Center Value
Function: YOUR appropriate departmental value
Additional Work Tags: Business Unit, any other Departmental optional work tags
Distribution Percent: 25.00%

FWS Funding - 75% of the student’s costing allocation – enter the FDM String below:

Costing Company: The Rector & Visitors of the University of Virginia
FWS Grant: GR103008 IN-SFS FFA Federal Work Study (FWS) Program FY25
Fund: FD022 Restricted Federal Sponsored Program Fund-Work Study (State 03080), this will auto-populate
Cost Center: YOUR appropriate Departmental Cost Center Value (this should match your Cost Center value on the 25%)
Function: YOUR appropriate departmental value (this should match your Function value on the 25%)
Additional Work Tags: Business Unit
Distribution Percent: 75.00%

Below is an example:

Start Date	End Date	Use Costing Worktag Defaults	Required with no Default (Must have Costing Override)	Costing Company	Gift	Grant	Designated	Project	*Fund	*Cost Center	Function	Program	Additional Worktags	Distribution Percent
08/23/2022	12/16/2022	Location: RICE HALL		The Rector & Visitors of the University of Virginia		GR10018 IN-SFS FFA Federal Work Study (FWS) Program FY23			FD022 Restricted Federal Sponsored Program Fund-Work Study (State 03080)	CC048 EN-Comp Science Dept	FN001 Instruction General Academic		Business Unit: BU20 EN-Engineering	75.00%
		Location: RICE HALL		The Rector & Visitors of the University of Virginia			DN00013 EN-Education and General		FD001 Unrestricted Operating Fund (State 03000)	CC048 EN-Comp Science Dept	FN001 Instruction General Academic	PD00216 EN-Undergraduate Students	Assignee: 441334710 Basil Nade (nbs)	25.00%
														Total: 100.00%

For America Reads Positions:

FWS Funding - 100% of the student's labor distribution – enter the FDM String below:

Costing Company: The Rector & Visitors of the University of Virginia

FWS Grant: GR103008 IN-SFS FFA Federal Work Study (FWS) Program FY25

Fund: FD022 Restricted Federal Sponsored Program Fund-Work Study (State 03080), this will auto-populate

Cost Center: YOUR appropriate Departmental Cost Center Value

Function: FN011 Community Service

Additional Work Tags: Business Unit

Distribution Percent: 100.00%

The start date of the Costing Allocation will auto-populate with today's date. Edit this field to the correct date of when the Costing Allocation should take effect. In Workday, the end date is only required if a Grant worktag is being used, but for FWS, it is required to have an end date for both the FWS and departmental side of the Costing Allocation because a FWS student cannot work in the summer term.

Note: When entering the Start Date and End Date for the Costing Allocation, the Start Date of the schedule line cannot be before the End Date of the last processed payroll associated with the employee. 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 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 27, 2024**, and end no later than **May 9, 2025**
- Students enrolled for the *fall semester only* should begin work no earlier than **August 27, 2024**, and end no later than **December 17, 2024**.
- Students enrolled for the *spring semester only* should begin work no earlier than **January 13, 2025**, and end no later than **May 9, 2025**.
- 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.

If students leave their Work-Study jobs before the dates listed above, their Payroll Costing Allocation should reflect the *actual* end date.

Verify that the student has been entered correctly in Workday and Submit. 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.

Once the Costing Allocation is submitted, it will route to **Federal Work Study Specialist** for approval. Once approved, you will receive an inbox To Do item to “Assign Worker Position Earning Costing Allocation for any FWS Overage.” This step is **required** for all FWS student positions. This process will ensure any wages posted to your Cost Center’s FDM string since we cannot simply process Payroll Accounting Adjustments related to FWS overages due to pay component functionality.

Please refer to the “Assign Worker Position Earning Costing Allocation” in the QRG referenced above for step-by-step instruction.

The work-study grant must be end-dated on May 18, 2025 (i.e., the end of the payroll period that includes the last day on which FWS-related work may be performed: May 9, 2025).

IX. CREATING PAYROLL ACCOUNTING ADJUSTMENTS

To correct payroll accounting results for an employee, you will have to create a payroll accounting adjustment.

Roles involved in the Payroll Accounting Adjustment process:

Payroll Accounting Adjustment Specialist: Has initiating authority to Create Payroll Accounting Adjustment for Workers in the Company/Company Hierarchy or Cost Center/Cost Center Hierarchy for which they are assigned.

Grants Compliance Reviewer (Central): Reviews and approves payroll accounting adjustments, depending on grant involvement. They can also initiate Payroll Accounting Adjustments to move payroll charges off sponsored awards, if needed for compliance.

Federal Work Study Specialist: Reviews and approves payroll accounting adjustments involving the FWS grant. They can approve an adjustment or send back to the initiator for correction.

Payroll Accounting Adjustments can be done by both Distribution Percent and Dollar Amount.

Create Payroll Accounting Adjustment Procedure

On the Workday Home screen:

1. Type Create Payroll Accounting Adjustments in the search field.

2. Select the Create Payroll Accounting Adjustments from the Search Results.

In the Create Payroll Accounting Adjustments window:

Create Payroll Accounting Adjustments

Salary Over the Cap Calculator Tool

Please allocate over the cap salary to a non-sponsored source if the revised allocation/s involve grants that are subject to salary cap and the individual's institutional base salary is over the salary cap. Use the Grant with a Gift, Designated, or Project and a Non-Sponsored fund to indicate salary over the cap cost sharing in the costing allocation. For assistance in calculating Salary Over the Cap (SOC) as related to a Payroll Costing Allocation, use this [Calculator Tool](#).

Employee * [dropdown]


Pay Groups * [dropdown]

Company * [dropdown]

Change Reason * [dropdown]

3. Complete the following required fields:

- **Employee:** select the appropriate Employee for whom you want to perform the payroll accounting adjustment.
- **Pay Groups:** select the Pay Group of the employee from the drop-down list.
- **Company:** select the appropriate Company from the drop-down list.
- **Change Reason:** select the appropriate Change Reason for the payroll accounting adjustment.



NOTE

The following Optional Parameters section and table are required if you are adjusting by percent. If adjusting by dollar amount, it is still highly recommended to use these, as this is the most efficient process for populating the information on the next page.

When adjusting multiple pay periods, *if you do not use this section*, you will have to manually enter each pay period and key the same information multiple times with no ability to copy.

If you still do not want to use this section, skip to Step 6.

In the Optional Parameters section:

Optional Parameters

Pay Periods [dropdown]

Payroll Result Type [multi-select: Off-cycle, On-cycle]

4. Complete the following fields under the **Optional Parameters** section (recommended):

- **Pay Periods:** Select the appropriate pay period(s), if desired.
 - If you want to use the costing table below, you must select the pay periods you want to adjust.
 - If you leave this field blank and do not use the table below, you will have to add each pay period one at a time on the following screen.
- **Payroll Result Type:** Workday enables both On Cycle and Off Cycle as the default Payroll Result Type. This enables pulling all types of pay results an employee may have received in the selected pay period(s).

In the **Optional Parameters** section table:

The screenshot shows a software interface for 'Optional Parameters'. At the top, there are two dropdown menus: 'Pay Periods' and 'Payroll Result Type' (which has 'Off-cycle' and 'On-cycle' as options). Below these is a table with the following columns: Order, Position, Pay Component(s), Costing Company, Worktags, and Distribution Percent. The table is currently empty, displaying 'No Data'. At the bottom of the interface are 'OK' and 'Cancel' buttons.

5. Populate the table with your proposed adjustments: Changes made to costing allocations in this table will apply to all pay periods selected in Step 4. Distribution Percent information entered here will be reflected by dollar amount on the next screen and can still be edited.

- Add row by selecting the (+) icon
- Enter **Position** and **Pay Component(s)** (required fields).
- Enter **Costing Company** if the employee's payroll is allocated to a Company other, than where they are employed.
- Edit **worktags**: Some Worktags default based on the Position Org Assignments from HCM. To remove, select the (x) next to the Worktag.
- Enter **Distribution Percent** (required field). If you intend to adjust by dollar amount, make an estimate here and you can edit the dollar amounts on the next page.
- Repeat Steps a-e for additional row(s) if you are splitting the distribution across multiple worktags. Distribution percent(s) must total 100%.

6. Select **OK** to proceed.


On the **Create Payroll Accounting Adjustments** screen:

7. If you did not enter any Pay Period(s) in the previous window, select the Add button:

8. Add **attachments**, if desired:

- Select the arrow icon (>) to the left of Attachments to expand the Attachments section.
- Drag and drop any supporting documentation to the field or select the Select Files button to browse your documents.
- To continue adding additional documents, click the Upload button.
- Click the trash can icon next to any attachment to remove it.

9. Complete the **required fields** in the Adjustments section, as needed:



NOTE

Depending on your previous selections, some information may auto-populate.

If the fields are hidden under the **Adjustments** section, select the arrow icon (>) to the left of Adjustments to expand the section.

- Payroll Result**: Select a Payroll Result from the drop-down list. You may only select one, which will then populate the Pay Period field (if not pre-populated). You can still manually add additional Pay Period(s) in later steps, if desired.
- Position(s)**: Select the worker Position(s) from the drop-down list.
- Pay Component(s)**: Select the appropriate Pay Component(s) from the drop-down list.
- Change Reason**: Re-enter your Change Reason if it does not auto-populate.

10. Select the **Refresh Journal Lines** checkbox if current journal lines did not populate:

This will display the information in the **Current Journal Lines** table. If you populated the costing allocation table on the previous window, the Current Journal lines will already be shown.


11. Remove **Journal Lines** that you do not need to include in the adjustment by selecting the (-) icon for the journal line(s) you are removing.

12. Select the **Combine Identical Adjustments** box (optional): Using this option will aggregate any rows with identical Position, Pay Component, Costing Company, Worktags and Budget Date and display as one row in the Proposed Adjustments table.

In the **Proposed Adjustments** table: If you populated the table on the previous page, skip to Step 16. Otherwise, continue.

13. Select the (+) icon to add a row to the table.


14. Complete the following required fields in the row:

 NOTE	Verification is done by position and pay components independently to ensure all entries are equal. Ensure you select the same parameters in the proposed lines as the current lines
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- **Debit Amount** – this is the amount to allocate to the new Worktags.
The total Debit Amount in Proposed Adjustments must equal the total Debit Amount in the Current Journal Lines.
- **Position** – select the Position from the drop-down list that matches the Current Journal Lines.
- **Pay Component** – select the appropriate Pay Component from the drop-down list.
- **Costing Company** – select the appropriate Costing Company from the drop-down list.
- **Worktags** – auto-populates based on the Position. Change the proposed Worktags, if needed.

To remove, select the (x) next to the Worktag to remove.

Please note that you **CANNOT** process a payroll accounting adjustment to move Student Wages to FWS or vice versa. The Job Family and Job Profile drive the Pay Component so please ensure you are selecting the correct position when making adjustments and have set up your student in the correct Job Family and Job Profile.

 NOTE	Important notes about Grants: If you are adjusting pay involving one or more grant worktag(s) (including Federal Work Study), the Pay Period(s) being adjusted must fall within the Award Line To and From dates.
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- **Budget Date** – auto-populates based on the Budget Date in the Current Journal Lines.
Ensure the budget dates in the Proposed Adjustments match the budget dates in the Current Journal Lines unless there is a business requirement for them to be changed (see note below).

 NOTE	Payroll Accounting Adjustments are always on a pay period basis. If you are adjusting for a partial pay period, you will need to prorate accordingly and edit the Budget Date (e.g., to move prorated payroll expenses onto a Grant within its period of performance). Include a comment at Step 18 to explain why a Budget Date has been changed.
--	--

15. Select the (+) icon in the **Proposed Adjustments** table to add an additional line and split the payroll costing, if needed.

16. Verify adjustment amounts using the **Summary Totals** section, if desired:

- a. Select **Pay Components** and/or **Worktags**, if desired, based on the proposed adjustments.
- b. Select **Update** Amounts button.

 NOTE	<p>Based on the pay components and worktags you select, Workday calculates:</p> <ul style="list-style-type: none">• Current Total Amount – sum of amounts from current journal lines.• Proposed Total Amount – sum of amounts from proposed journal lines.• Difference – current total amount minus proposed total amount.• Percent of Proposed – this shows “distribution percent” total for anything selected in 16.a.
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- c. Verify the **Difference** is zero and correct adjustment amounts in lines above, as needed.
- d. Check **Percent of Proposed** if pay components or worktags were selected in 16.a and you want to see the distribution percent calculated.

17. Select the Add button (below the Summary Totals section), if needed, and repeat Steps 8-16 for additional Pay Period(s).

18. Type your comments in the “**enter your comment**” box, if needed (required if your Change Reason was “Other”).

19. Select **Submit** to submit the payroll adjustment. If you receive one or more errors, or wish to delete your adjustment, refer to the section on the following page.

20. Complete **Questionnaire** and submit, if required.

The Questionnaire only displays when the PAA involves a Grant Worktag and is being submitted more than 90 days after the “budget item date,” unless one of the following Change Reasons was selected earlier:

- Adjustment moving salaries off a sponsored Grant*
- Adjustment of salary/wage to different Grant under same Award*

Once Submitted, it will be routed to the based on the workflow. Any Payroll Accounting Adjustment involving the FWS grant will route to the FWS Specialist for review and approval.

For additional information and Self-Paced Training for Creating Payroll Costing Adjustments, please visit the training page at: <https://uvafinance.virginia.edu/workday-finance-training>.

APPENDIX

Appendix A: 2024-2025 FWS PAY RANGES

FEDERAL WORK-STUDY (FWS) - UNDERGRADUATE STUDENT EMPLOYEES

Workday Job Profile	Job Title	Job Description	Pay Range
ACD_101731 - Federal Work Study Undergraduate A	Job Category A ID Checkers	No experience or previous training required. Perform routine tasks with minimal responsibility. Where applicable, position may require ability to interact with the public.	\$12.00 - \$15.98 *VA Min Wage \$12.41 Effective 1/1/25
ACD_101732 - Federal Work Study Undergraduate B	Job Category B Office/Library Assistant – General	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.	\$14.53 - \$18.89
ACD_101733 - Federal Work Study Undergraduate C	Job Category C Office/Library/Laboratory Assistant – Specialized	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 & systems, work within established guidelines and policies. Limited supervision is provided; ability to perform a wide range of duties.	\$16.71 - \$21.80
ACD_101734 - Federal Work Study Undergraduate D	Job Category D Office/Library/Laboratory Assistant – Advanced	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.	\$19.61- \$26.00

**** THESE RATES MAY SUPERCEDE OTHER PAY SCALES****

FEDERAL WORK-STUDY (FWS) - GRADUATE STUDENT EMPLOYEES

Workday Job Profile	Job Title	Job Description	Pay Range
ACD_101735 - Federal Work Study Graduate E	Job Category E Graduate Assistant – General	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 & 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.	\$12.00 - \$18.88 *VA Min Wage \$12.41 Effective 1/1/25
ACD_101736 - Federal Work Study Graduate F	Job Category F Graduate Assistant – Specialized	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.	\$16.71 - \$26.15
ACD_101737 - Federal Work Study Graduate G	Job Category G Graduate Assistant – Advanced or Technical Assistant	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.	\$23.98 - \$32.00

**** THESE RATES MAY SUPERCEDE OTHER PAY SCALES ****

FEDERAL WORK-STUDY (FWS) RESEARCH STUDENT EMPLOYEES

Workday Job Profile	Job Title	Job Description	Pay Range
ACD_103208 - Federal Work Study Undergraduate Research General	Undergraduate Research General	Under the direct supervision of a faculty member or research supervisor, conducts research, follows protocols, records research results, etc. Will use various methods to collect, organize and analyze data, maintain records of research and/or experiments and document results. Ability to follow oral and written instructions, work effectively individually and in a team environment. Students are required to follow all policies and procedures required by the position, including but not limited to environmental, safety, information security/data privacy, etc.	\$12.41 - \$18.89
ACDU_103209 - Federal Work Study Undergraduate Research Advanced	Undergraduate Research Advanced	Works under limited supervision and requiring some training, skill, or experience demonstrating familiarity with procedures for collecting research data, organizing and maintaining records of experiments using software programs and systems applicable to the research. May demonstrate advanced skill and experience in a research capacity assuming responsibility for an assigned project/task, compiling and documenting research data, drafting and editing documentation and/or analysis. May use independent judgment and decision making in conjunction with the research methodology. Students are required to follow all policies and procedures required by the position, including but not limited to environmental, safety, information security/data privacy, etc.	\$16.71 - \$26.00

**** THESE RATES MAY SUPERCEDE OTHER PAY SCALES****

FEDERAL WORK-STUDY – AMERICA READS

Workday Job Profile	Job Title	Pay Rate
ACD_101740 - Federal Work Study America Reads Undergraduate Tutor	Undergraduate Tutors	\$17.43
ACD_101741 - Federal Work Study America Reads Graduate Tutor	Graduate Tutors	\$24.70
ACD_101742 - Federal Work Study America Reads Graduate Tutor Mentor	Graduate Tutor Mentors	\$26.15 - \$32.00

Appendix B: FWS EMPLOYERS CHECKLIST

- ☐ Verify that the student is eligible for FWS funding by confirming the FWS award for your student in the Federal Work Study app.
- ☐ Complete “Hire Student” task in Workday (Manager or Student Hiring Support). Ensure job profile from “Work Study” job family has been selected.
- ☐ Enter student’s Payroll Costing Allocation.
 - The Federal Work Study Grant to use is GR103008 IN-SFS FFA Federal Work Study (FWS) Program FY25
 - For 75% of the student’s costing allocation as follows:
 - **Costing Company:** The Rector & Visitors of the University of Virginia
 - **FWS Grant:** GR103008 IN-SFS FFA Federal Work Study (FWS) Program FY25
 - **Fund:** FD022 Restricted Federal Sponsored Program Fund-Work Study (State 03080), this will auto populate
 - **Cost Center:** YOUR appropriate Departmental Cost Center Value (this should match your Cost Center in the 25%)
 - **Function:** YOUR appropriate Departmental Function value (this should match your function on the 25%)
 - **Additional Work Tags:** Business Unit
 - **Distribution Percent:** 75%
 - For 25% of the student’s costing allocation, substitute the appropriate funding as determined by your department.
 - Each student should have two lines, 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 27, 2024**, and end no later than **May 9, 2025**.
 - Students enrolled for the fall semester only should begin work no earlier than **August 27, 2024**, and end no later than **December 17, 2024**.
 - Students enrolled for the spring semester only should begin work no earlier than **January 13, 2025**, and end no later than **May 9, 2025**.
 - Work-study is not available during the summer.
- ☐ **Note: the first pay period for FWS will have pay period start date of August 26, 2024, and the last pay period end date will be May 18, 2025.** Then 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.

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.

- ☐ If students leave their work-study jobs prior to the initially entered end date, the Payroll Costing Allocation 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 recruitment was performed. Student Financial

Services may be auditing Work-Study employers during the academic year to ensure compliance with Federal regulations.

- ❑ Complete the To Do item: “Assign Worker Position Earning Costing Allocation for any FWS Overage” for each student for any overages that may occur. 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 QlikSense 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 the student 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 uvaworkstudy@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 QlikSense. You can find the Federal Work Study app in the UBI User Hub. Please note that students may become ineligible for Work-Study for various reasons such as Study Abroad, unexpected scholarships, accepting faculty/staff open positions across Grounds, other various reason. These examples are all items that can impact student's self-help options in their overall Financial Aid Award and can adjust the students Federal Work Study Earnings eligibility. 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. A FWS student needs to be assigned a Worker Position Earning Costing Allocation for any FWS Overage. This step **is required** for all FWS student positions. This will ensure any overspend posts to your Cost Center's FDM string since we **cannot** simply process a Payroll Accounting Adjustments to these overages to correct the pay component and spend category.
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. If 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 keeping both is not an option. 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, unless there is an approved exception from SFS for students who have met all the requirements established for an exception in Section I, "Eligibility" of this document. Full-time is defined as enrollment in at least 12 hours in a term. It is the hiring department's responsibility to ensure that students 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 if the job does not meet Federal regulations.
9. A student will not be paid timely, or with federal funds, if a hiring submission is not completed in Workday, costing allocation is not completed, timecards are not approved, and an approved FWS Voucher is not sent to SFS. Departmental funds would need to be used for any delayed submissions. This also applies to any timesheets submitted after the submission deadline published on the bi-weekly payroll calendar.

10. 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 to ensure compliance with Federal regulations.

11. **Work-study students may work between August 27, 2024, and May 09, 2025.** 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 for by the hiring Department at 100%. Hours worked prior to the submission of a work-study voucher is paid for by the hiring Department at 100%.

12. If a student is set up incorrectly in Workday, all hours worked will be paid for by the hiring Department at 100%. We **CANNOT** move wages from non-FWS to FWS in Workday through a Payroll Accounting Adjustment.

13. Please use GR103008 as the work-study award for 2024-2025.

14. At the end of the year or when the FWS position ends, terminate the position in Workday. If the hiring department does not terminate the FWS position timely, a process will be run in HCM at the end of the FWS period to terminate all FWS positions.

- Please note that if a student is working through the summer, FWS funds are not available. These students must have a student wage position in order to enter hours in the summer term. For more information on how to change a FWS position to a student wage position, visit <https://hr.virginia.edu/employment-uva/talent-flexibility-services/student-hiring>.

Appendix D: FWSV

P.O. Box 400204, Carruthers Hall, Charlottesville, VA 22904-4204
 Telephone: (434) 982-6000, Fax: (434) 924-7636
 Website: sfs.virginia.edu



FWSV

FEDERAL WORK-STUDY VOUCHER

Period of Award: August 27, 2024 – May 09, 2025

Instructions: For 2024-2025, this form is used *only* for compensation changes or approved corrections from SFS – vouchers for new hires and rehires are now created within Workday. Do not amend this form. Include the Driver Worktag (Gift, Grant, Designated, or Project) 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.

Student and Position Information		
Student Name		SIS ID or UVA Computing ID (i.e., abc2d)
Name of Position		Hourly Rate
Approximate hours per week	Start Date (not before 8/27/24)	End Date (not after 5/09/25)
Supervisor Name (for FWS position)	Supervisor Phone	Supervisor Email

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		
Hiring Department	Cost Center	Driver Worktag
Work-Study Coordinator Name	Phone	Email
Initiator of "Hire Student" in Workday	Phone	Email
Job Category (refer to FWS Handbook)	Handshake Job ID (if no recruitment through Handshake, enter "advertised elsewhere")	Has the student's FWS eligibility been checked? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> ACD_101731 - FWS Undergraduate A <input type="checkbox"/> ACD_101732 - FWS Undergraduate B <input type="checkbox"/> ACD_101733 - FWS Undergraduate C <input type="checkbox"/> ACD_101734 - FWS Undergraduate D	<input type="checkbox"/> ACD_101735 - FWS Graduate E <input type="checkbox"/> ACD_101736 - FWS Graduate F <input type="checkbox"/> ACD_101737 - FWS Graduate G	<input type="checkbox"/> ACD_101740 – FWS America Reads Undergraduate Tutor <input type="checkbox"/> ACD_101741 - FWS America Reads Graduate Tutor <input type="checkbox"/> ACD_101742 – FWS America Reads Graduate Tutor Mentor
Is the above hourly rate higher than the pay range posted in the FWS Handbook for the job category? If Yes, you <u>must</u> attach an explanation to justify the higher rate.		<input type="checkbox"/> Yes <input type="checkbox"/> 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



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

PAY RATE ADJUSTMENT REQUEST FOR FEDERAL WORK-STUDY (FWS) STUDENT EMPLOYEES 2024-2025

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.

Student Name		SIS ID or UVA Computing ID
Name of Position		
Department Name		
<input type="checkbox"/> ACD_101731 - FWS Undergraduate A <input type="checkbox"/> ACD_101732 - FWS Undergraduate B <input type="checkbox"/> ACD_101733 - FWS Undergraduate C <input type="checkbox"/> ACD_101734 - FWS Undergraduate D	<input type="checkbox"/> ACD_101735 - FWS Graduate E <input type="checkbox"/> ACD_101736 - FWS Graduate F <input type="checkbox"/> ACD_101737 - FWS Graduate G	<input type="checkbox"/> ACD_101740 – FWS America Reads Undergraduate Tutor <input type="checkbox"/> ACD_101741 - FWS America Reads Graduate Tutor <input type="checkbox"/> ACD_101742 – FWS America Reads Graduate Tutor Mentor
Current Job Category (from FWS Handbook)		Adjusted Job Category (from FWS Handbook)
Current Pay Rate \$		Adjusted Pay Rate \$
Is the adjusted rate listed above higher than the pay range posted in the FWS Handbook for the job category?		<input type="checkbox"/> Yes <input type="checkbox"/> 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