Dear UCPath Users:

The Office of Financial Aid & Scholarships would like to share the following information regarding the Work-Study Program (WSP) for the upcoming 2020-2021 academic year.

The first day the 2020-2021 Work-Study Program (WSP) awards may be used is 9/28/2020 (always the first day of the fall quarter). The last day awards may be used is 6/12/2021 (the last complete bi-weekly pay cycle for the academic year). **Work-study positions in UCPath should always use the Position Pool ID field with the appropriate Work-Study Program code within the period of 9/28/2020 – 6/12/2021 for the 2020-2021 academic year.** When the WSP employment has ended for the academic year and you wish to extend the employment beyond 6/12/2021, such as during the summer break, either move the student employee to a UCPath position without a Position Pool ID or remove the Position Pool ID from the current position after the bi-weekly pay period ending on 6/12/2021 has been processed for the academic year.

The Work-Study Program codes we will be using for 2020-2021 are:

- **F** (Federal Work-Study): Earnings split 25% to department fund and 75% to WSP fund
- **G** (Graduate Student): Earnings split 25% to department fund and 75% to WSP fund
- **P** (President’s Work-Study): Earnings split 25% to department fund and 75% to WSP fund

The Work-Study award payroll expense split is based on gross earnings. Gross earnings will be applied to the Work-Study award to calculate a new award balance after each pay cycle. For example: A student with a WSP award of $2,000 earns $100 during a bi-weekly pay cycle and has a WSP code of F, G, or P. Based on the 75% / 25% split, $75 is charged to the work-study fund and $25 is charged to the hiring department’s fund. The remaining WSP award amount balance will then be $1,900. Once the Work-Study award is exhausted, 100% of all future earnings will be charged to the department’s fund.

When using F and G WSP codes, the work-study fund number for 2020-2021 is **23511** and should be linked to your department UC account number. Similarly for an employee who has been awarded President’s Work-Study (P), the fund number **20096** should be linked to your department UC account number. Please contact the **General Accounting** office for assistance in linking your department UC account number with the appropriate WSP fund number in KFS. When processing work-study positions in UCPath, use the department KFS account number with the department fund along with the appropriate work-study code (F, G, or P) in the Position Pool ID field. **KFS account numbers with the WSP fund numbers 23511 or 20096 should never be directly inputted as the funding source on any UCPath position by departments.** The 75% / 25% split will be automatically processed by UCPath and recorded accordingly in KFS. **Undergraduate work-study employees should always be paid on sub 2, never on sub 0 or 1.**

Beginning on 09/21/2020, you can verify the 2020-2021 WSP award amount and the corresponding WSP code (F, G, or P) for continuing student employees in the Work Study Award Table screen in UCPath or running the Work Study Award Balance Report (RUCI60) in Cognos. Input the appropriate WSP code in the Position Pool ID field in UCPath based on the student’s WSP award type. Do not use the WSP G code without prior arrangements with the Office of Financial Aid & Scholarships. For newly hired WSP employees, the award information on the Work Study Award Table screen in UCPath will be populated within 3 business days after you have inputted the initial hire in UCPath and the new hire action is approved by the UCPath Center.
The WSP administrative surcharge for the 2020-2021 academic year will be 15% of the work-study gross earnings (calculated on work-study employee’s gross earnings for that ledger month). The WSP administrative surcharge is reflected on your department KFS general ledger as a separate line entry under object code 2070, with transaction description of “BI-WEEKLY Check Date XX/XX/XXXX”. The WSP administrative surcharge will not be applicable once the student’s WSP award has been exhausted.

In general, the nonfederal share (25%) of Federal Work-Study (FWS) wages may not be charged to a federal funding source. However, the match may be paid out of federal funds provided the agency of the matching federal fund allows for both the payment of student wages and the matching from another federal fund. Please ensure that if the 25% match is allowed, that you retain documentation to support that (confirming by phone is not adequate documentation). The 15% administrative WSP surcharge may not be charged to federal sources. If you have questions, please contact Beata Najman at bnajman@uci.edu or 949-824-0265.

PLEASE NOTE: Work-Study funding for the 2019-2020 academic year, FWS fund 23510, has ended. Do not process WSP payroll transactions/corrections (Direct Retro) for any past academic year. If a WSP employee had not been paid or if errors are present for a previous academic year, they must be paid 100% on your unit's funding.

REMINDERS:
- Do not use Expense Transfers/General Error Corrections to correct work-study payroll transactions. You cannot transfer expenses directly to a work-study fund. ALWAYS use a Direct Retro using the KFS account number with your department’s fund in UCPath so that the automatic prorating of expenses to the work-study fund occurs accurately.
- Do not use a KFS sub account on work-study position funding.

If you have any questions or comments, please contact the Work-Study Coordinator at 949-824-5339 or e-mail FinAid-WorkStudy@uci.edu. If you have questions about using UCPath to process work-study payroll adjustments, please contact the Employee Experience Center (EEC). Please forward this communication to your Business/Fiscal Officer or any colleague that may benefit from this information.

Thank you.

Office of Financial Aid & Scholarships
www.ofas.uci.edu