



Dear UCPATH Transactors:

The Office of Financial Aid & Scholarships would like to share the following information regarding the Work-Study Program (WSP) for the upcoming 2022-2023 academic year.

**Work-Study Program effective dates:**

The first day the 2022-2023 Work-Study Program (WSP) awards may be used is **9/19/2022** (always the first day of the fall quarter). The last day awards may be used is **6/10/2023** (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 9/19/2022 – 6/10/2023 for the 2022-2023 academic year.** When the WSP employment has ended for the academic year and you wish to extend the employment beyond 6/10/2023, 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 6/10/2023 has been processed for the academic year.

**Work-Study Program codes and associated payroll expense split:**

**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

\* Do not use the WSP code of G without prior arrangements with the Office of Financial Aid & Scholarships

The Work-Study award payroll expense split is based on student employee 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 employee with a WSP award balance 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 employee earnings will be charged to the department's fund, specifically the hiring department's KFS account number funding the position in UCPATH.



### **Work-Study Program KFS fund numbers:**

The Federal Work-Study (F & G codes) fund number for 2022-2023 is **23541**. Hiring departments with prior academic year (2021-2022) work-study activity will have their department UC account linked to this year's fund number to create this academic year's department level Federal Work-Study KFS account numbers. No action is needed from the department for this step. For departments with no prior academic year work-study activity, new KFS Federal Work-Study accounts for this academic year should be requested by contacting C&G Accounting.

For President's Work-Study (P code), the fund number of **20096** is still the same as previous years and should be linked to your department UC account number. If a new President's work-study KFS account number is needed for this academic year, please submit a KFS account COPY document to link your department UC Account with UC Fund 20096. [General Accounting](#) can be contacted for assistance.

When processing work-study positions in UCPATH, use the department KFS account number linked to the department fund (i.e., the department's operating account) to fund the UCPATH position along with the appropriate work-study code (F, G, or P) in the Position Pool ID field. **KFS work-study account numbers with the WSP fund numbers of 23541 or 20096 should never be directly inputted as the funding source for any UCPATH position by departments.** The 75% / 25% split will be automatically processed and recorded accordingly in KFS. To ensure the split takes place, make sure that the corresponding department level KFS work-study account number has been established (exists) before you add the F, G or P code in the UC Path Position Pool field. Please check the UCPATH decision support report Work Study Account Audit Report (RUCI167) for any UC department account numbers that have not been linked to the appropriate WSP fund for the current academic year. **Undergraduate work-study employees should always be paid on sub 2, never on sub 0 or 1.**

### **Work-Study Program award balances:**

Beginning on 09/19/2022, you can verify the 2022-2023 WSP award amounts and the corresponding WSP code (F, G, or P) for continuing, currently employed student employees in the Work Study Award Table screen in UCPATH or by running the Work Study Award Balance Report (RUCI60) in UCPATH Decision Support. Input the appropriate WSP code in the Position Pool ID field in UCPATH based on the student's WSP award type. For newly hired WSP student 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.

### **Work-Study Program administrative surcharge:**

The WSP administrative surcharge for the 2022-2023 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](mailto:bnajman@uci.edu) or 949-824-0265.

### **Work-Study Program reminders:**

- **Work-Study funding for the 2021-2022 academic year, FWS fund 23530, 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.**
- **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 linked to 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](mailto: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  
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