

# Work-Study Reference

## Contents

- Resources..... 2
- Work-Study Availability ..... 2
- Work-Study Awarding..... 2
- Two work-study programs are provided at UCI..... 4
- Work-Study earnings ..... 5
- Work-Study award balance (KFS) ..... 5
- Work-Study KFS account numbers ..... 6
- KFS UCPATH Decision Support ..... 8
- KFS Sub-accounts..... 9
- Work-Study award balance (UCPATH) ..... 10
- UCPATH Position Funding ..... 10
- Direct Retros ..... 11

## Financial Aid Office

### Resources

- Financial Aid Office web site
  - o New web site was released Winter 2021
    - <https://www.ofas.uci.edu/>
    - <https://www.ofas.uci.edu/paying-for-uci/work-study/index.php>
  - o Future web site updates will roll out a work-study page for campus departments
    - No date available as to when this will happen, but hopefully during the 2021-22 academic year
    - Will contain work-study program guidelines, policies, deadlines, etc.
    - Access will be based on UCI Net ID & associated password
- Annual Work-Study Program Guidelines memo
  - o Distributed annually via the UCPath initiator listserv in September
    - Same listserv is used for the UCPath weekly Zoom training sessions held on Tuesdays
  - o Provides guidelines and policies for the upcoming academic year
    - Includes work-study program effective dates
    - Includes accounting information such as the new UCI fund number for the Federal Work-Study award

### Work-Study Availability

- Work-Study is not available during the summer
  - o Only available during the academic year: Fall, Winter, and Spring quarters
- Work-Study funds are available the first day of the Fall quarter thru the last day of Spring quarter Finals Week
  - o Example: 2020-21 academic year work-study programs dates are 9/28/2020 thru 6/12/2021. The end date typically aligns with the end of a bi-weekly pay period

### Work-Study Awarding

- Student must complete the Free Application for Federal Student Aid (FAFSA) or the CA Dream Application on an annual basis and submit the form by the annual March 2<sup>nd</sup> deadline to determine financial aid eligibility for the upcoming academic year
  - o Example: submit FAFSA by March 2, 2021, for the 2021-22 academic year
- Work-Study award amount, as well as other financial aid awards, is based on several factors, including cost of attendance at UCI and student financial aid need as determined from the data provided on the FAFSA/DREAM application. Work-study award will vary from student to student
  - o Housing is a key component of cost of attendance. Different costs are associated with:
    - Living on campus (highest housing cost)
    - Living off-campus (apartments)
    - Living at home (lowest housing cost)
- Work-study award must be accepted by the student for the work-study funds to be used by the hiring department for the current academic year

- Student accepts their award thru the MyAid page of the financial aid office web site
- Student can print out a copy of their Financial Aid Award Summary letter which will indicate work-study award has been accepted, along with award type (Federal or President's) and amount

**Sample of the award section of a Financial Aid Award Summary letter**

Award Name	Academic Year Amount	Fall Aid	Winter Aid	Spring Aid	Summer Aid	Accept	Decline	Requested Loan Amount*
Cal Grant A	\$12,570.00	\$4,190.00	\$4,190.00	\$4,190.00	\$0.00	Conf		
Endowed Innovation Sch	\$1,000.00	\$333.00	\$333.00	\$334.00	\$0.00	XXXX		
Federal Work-Study	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	XXXX		
UC Irvine Grant	\$9,583.00	\$3,194.00	\$3,194.00	\$3,195.00	\$0.00	XXXX		
Federal Pell Grant	\$6,877.00	\$1,965.00	\$1,965.00	\$1,965.00	\$982.00	Conf		
Federal Direct Sub Loan	\$5,500.00	\$0.00	\$0.00	\$0.00	\$5,500.00			
Federal Direct Unsub Loan	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00			
Federal Direct PLUS Opt	\$435.00	\$0.00	\$0.00	\$0.00	\$435.00			
UC Irvine Grant	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	Unconf		
Higher Education Emergenc	\$1,100.00	\$0.00	\$0.00	\$1,100.00	\$0.00	XXXX		
Total Aid (excludes Graduate Support)	\$41,665.00	\$9,682.00	\$9,682.00	\$10,784.00	\$9,517.00			

- Once the work-study award is accepted by the student, UCPATH will be updated in 1-2 business days
  - The Work Study Award table screen in UCPATH will reflect work-study award amount and balance
    - **Navigation:** PeopleSoft Menu >Set Up HCM >Product Related >Commitment Accounting >UC Customizations >Work Study Award Table

### Work Study Award Table

Empl ID   Set ID IRCMP

**Scroll Area** Find | View All First ◀▶ 1 of 1 ▶◀ Last

Effective Date	08/05/2020	
Academic Year	2021	Irvine Academic calendar 20/21
Session	Academic	Regular Academic Session
Position Pool ID	F	WS - Federal
Department		
Begin Date	09/28/2020	
End Date	06/12/2021	
Award Amount	2000.00	
Award Balance	0.00	

\*In the above example the Federal Work-Study Award has been fully spent for 2020-21 which is why the Award Balance amount is \$0.00

## Two work-study programs are provided at UCI

- Federal Work-Study (FWS) and President's (PWS) Work-Study
  - o FWS is a federally funded program and PWS is funded thru institutional (UCI) funds
- Both programs work identical in UCPath and KFS
- President's Work-Study is available to DREAMER and California resident students
  - o DREAMER students are not eligible for Federal aid and therefore cannot be awarded Federal Work-Study
- Work-study codes to be used in the Position Pool Id field in UCPath are
  - o F - Federal Work-Study
  - o P - President's Work-Study
  - o G - Federal Graduate Work-Study (Only to be used for Graduate student employment in coordination with Graduate Division. Graduate Division contact is Lily Truong at lily.truong@uci.edu)

**Position Data**

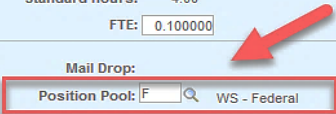
Position Number: 40318125      STDT 4  
Effective Date: 06/15/2020

**New Values to update**

Business Unit: IRCMP      UC Irvine Campus  
Department ID: IR7643       FRESH BASIC NEEDS HUB  
Location: C-9003       ALDRICH HALL  
Job Code: 004919       STDT 4  
Union Code: 99      Non-Represented  
FLSA Status: Nonexempt   
Reports To: 40288807       STDT AFFAIRS OFCR 4  
Position:  
Sal Admin Plan: STIR   
Salary Grade: 4   
Standard Hours: 4.00  
FTE: 0.100000

Mail Drop:  
Position Pool: F       WS - Federal

Employee Relations Code: All Others, Not Confidential   
Classified Indicator: Professional & Support Staff



## KFS

### Work-Study earnings

- Eligible earnings are split 75%/25% until the work-study award is exhausted
  - o 75% is charged to the work-study fund
  - o 25% is charged to the hiring department fund
  - o Once the work-study award is exhausted, 100% of all future earnings will be charged to the department's account/fund (the KFS account number funding the position in UCPATH)

### Work-Study administrative surcharge

The Work-Study Program administrative surcharge is 15% of the work-study total gross earnings and charged to the KFS account number funding the work-study position in UCPATH. The Work-Study Program administrative surcharge is reflected on department KFS general ledgers as a separate line entry under object code 2070 (Consolidation Code GENX), with a transaction description of "BI-WEEKLY Check Date XX/XX/XXXX". The Work-Study Program administrative surcharge will not be applicable once the student's work-study award has been exhausted.

### Work-Study award balance (KFS)

- Award balance is decreased by the total gross earnings (not just the 75% or the 25%) processed each pay cycle
  - o Example: A student with a work-study award balance of \$2,000 earns \$100 during a bi-weekly pay cycle and has a work-study code of F, P, or G in the Position Pool Id field in UCPATH. 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 work-study award amount balance will then be \$1,900
- If the work-study award balance is less than the earnings being processed in a pay cycle, only the available award balance amount will be used to determine how much of the gross earnings will be used to process the 75%/25% split
  - o Example: Work-study award balance is \$75, but bi-weekly gross earnings is \$100. KFS will initially work with the first \$75 of the gross earnings because that is the award balance and perform the 75%/25% split on the \$75. The award is now exhausted. The remaining \$25 of the bi-weekly earnings is 100% charged to the department account funding the position.

Earnings: \$100

<p>Award balance: \$75 Work-study fund charged: \$56.25 (<math>\\$75 \times 75\%</math>) Department fund charged: \$18.75 (<math>\\$75 \times 25\%</math>) (work-study award is now fully spent)</p>
--

Department fund is also charged \$25, the balance of the gross earnings not applicable to the work-study 75%/25% split

All (100%) future earnings are charged to the department KFS account number funding the position in UCPATH and the administrative surcharge is no longer applicable

- Work-study award balance can be viewed by running the Work Study Award Balance Report (RUCI60) in KFS UCPATH Decision Support.

## Work-Study KFS account numbers

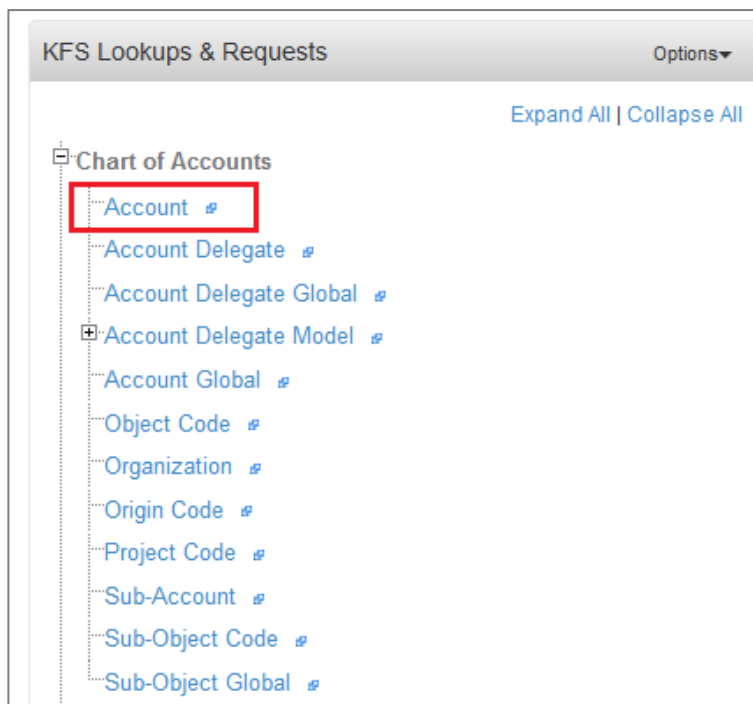
- Departments are assigned a unique KFS work-study account number which consists of linking the department's 6-digit UC account number to the current academic year's work-study 5-digit fund number
  - o This unique KFS work-study account number will be charged the work-study portion (75%) of the employee's earnings. The process of calculating the 75%/25% split is performed by KFS. No action needs to be taken by the hiring department.

### Example of KFS work-study account number

Department Name:	Financial Aid Office
<b>Department Admin Account Number</b>	
UC Account Number (6 digits)	123456
UC Fund Number (5 digits)	78910
Full Accounting Unit (FAU)	123456-78910
<b>KFS Account Number</b>	<b>OS54321</b>
KFS Account Name	123456-78910 FINANCIAL AID
<b>KFS account number OS54321 is used to fund position in UCPath</b>	
<b>2020-21 Federal Work-Study KFS account number (Department UC account linked to work-study fund)</b>	
UCI FWS fund number for 2020-21	23511
Department UC Account Number	123456
Dept W-S Full Accounting Unit (FAU)	123456-23511
<b>KFS Work-Study Account Number</b>	<b>FG98765</b>
KFS Account Name	123456-23511 WORKSTUDY 20-21
<b>Work-study KFS account number FG98765 is not to be used by department</b>	

- A new Federal Work-Study KFS account number is assigned each fiscal year
  - o Federal work-study is a federal award with a unique federal award number and earnings/expenses must be tracked by award year with a unique UC fund number
    - Example: For 2020-21, the UCI fund number for Federal Work-Study (FWS) is 23511
  - o IF a UCI department hired a student with an FWS award and processed earnings under the FWS program during the current academic year, a new Federal Work-Study KFS account number will be automatically created for the next academic year during the summer
    - A special script is run by central accounting and OIT during the summer to link the department's 6-digit UC account number to the upcoming academic year's NEW federal work-study 5-digit fund number

- Once a President's Work-Study KFS account number is established, the same President's Work-Study KFS account number will be used every year for that specific department UC account number
  - o The UCI fund number for President's Work-Study is 20096
- Work-Study KFS account numbers are not to be used by campus departments
  - o Do not use the work-study KFS account numbers to fund positions in UCPath or when processing Direct Retros
  - o Unless provided specific instructions by central accounting office staff or the financial aid office, work-study KFS account numbers are not to be used in any KFS transaction, such as a GEC.
- To see if a KFS work-study account number has been established for the current academic year, select Account Lookup in KFS and enter the department 6-digit UC account number



Higher Education Function Code:	UC Location Code:
<input type="text"/>	<input type="text"/>
UC Account Number:	UC Fund Number:
<input type="text" value="123456"/>	<input type="text"/>

Search Results					
Actions	Chart Code	Account Number	Account Name	Organization Code	Responsibility Center Code
<a href="#">edit</a> <a href="#">copy</a> <a href="#">IR</a>		FG: <a href="#">98765</a>	123456 -23511 WORKSTUDY 20-21 P033A200640	<a href="#">7028</a>	<a href="#">90</a>

## KFS UCPATH Decision Support

- Work-study reports are available under the Work-Study menu
  - o Work Study Account Audit Report (RUCI167)
  - o Work Study Award Balance Report (RUCI60)
  - o Work Study Expenses Report (RUCI133)

UCPath Decision Support Options ▾

[Expand All](#) | [Collapse All](#)



- Report Status #
- UCPath Report Overview Recording #
- UCPath Report "Quick Guide" #
- UCPath Report Guide #
- \*\* As of 8/7/2020 \*\*
- Subscribe to UCPATH Report Mailing List #
- UCPath DOPE vs KFS Reconciliation Tips Presentation #
- ⊕ Absence
- ⊕ Benefit
- ⊕ Budget
- ⊕ Compensation
- ⊕ Dashboards
- ⊕ Employee
- ⊕ Job
- ⊕ Other
- ⊕ Payroll
- ⊕ TAM
- ⊖ **Work Study**
  - Work Study Account Audit Report (RUCI167) #
  - Work Study Award Balance Report (RUCI60) #
  - Work Study Expenses Report (RUCI133) #





## KFS Sub-accounts

- Sub-accounts should never be used when funding a work-study position
  - o Although the 75%/25% split does take place, the 75% portion of the employee earnings may not be charged to the work-study KFS account number. The hiring department's default UCPATH KFS account number or the work-study provision account number will be charged

Job Data Snapshot



Personalize | Find |  


Job details 1 | Job details 2 |  

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date
1		0	12/27/2020	0	IR7028	004679	STDT 4 WKSTY	Active	06/30/2021

Funding Effective Date: 10/02/2020    Eff Seq: 0    Status: Active

Earnings Distribution

Personalize | Find |  

Em Cd	Seq #	KFS Chart Code	KFS Account	KFS Org	Fund	Project ID	Sub	GL Bus Unit	KFS Sub Account	Work Study Ind	Over the Cap
1		IR		7028		SCHOLA	02	IRFIN			

Budget Distribution Details

## UCPath

### Work-Study award balance (UCPath)

**Navigation:** PeopleSoft Menu > Set up HCM > Product Related > Commitment Accounting > UC Customizations > Work Study Award Table

Work Study Award Table

Empl ID [redacted] Set ID IRCMP

Scroll Area Find | View All First 1 of 1 Last

Effective Date	03/10/2019		Begin Date	09/24/2018
Academic Year	1819	Irvine Academic calendar 18/19	End Date	06/15/2019
Session	Academic	Regular Academic Session	Award Amount	2500.00
Position Pool ID	P	WS - Presidents	Award Balance	2500.00
Department				

### UCPath Position Funding

- Only use department KFS accounts to fund a position
  - o Never use a work-study KFS account number to fund a position
- Do not use KFS sub-accounts when funding a position
- Make sure the Position Pool Id field is populated with the correct work-study award code
  - o Award code should match the type of work-study award received by the student being hired into the position
  - o You can confirm the award type by asking the student for a copy of their Financial Aid Award Summary letter

Earnings Distribution Personalize | Find | First 1 of 1 Last

Em Cd	Seq #	KFS Chart Code	KFS Account	KFS Org	Fund	Project ID	Sub	GL Bus Unit	KFS Sub Account	Work Study Ind	Over the Cap	Funding End Date	Pay Dist %
1	1	IR	GF10549	7195	19900	01440R	00	IRFIN					100.000

## Explanation of Work Study Split Indicators

Work Study Indicator	Work Study Indicator Description
★ W	Full Split - Work Study Share with sufficient balance
D	Full Split - Department Share with sufficient balance
Y	Partial Split - Department Share of non-WS funds
P	Partial Split - Work Study Share
S	Partial Split - Department Share of WS funds
X	Split Refusal (no balance)
Z	Z - FAU Error

★ Most common codes are W & D

**Old Data**

Empl Red#	Earnings Code	KFS Chart Code	KFS Account	KFS Org	Fund	Project ID	KFS Sub Account	Sub	GL Bus Unit	Work Study Ind	Over the Cap	Earnings
1	0 REG	IR	FG22377	8523	23510			02	IRFN	W		\$117.00
2	0 REG	IR	SA10116	7000	70214			02	IRFN	D		\$39.00
3	0 REG	IR	FG22377	8523	23510			02	IRFN	P		\$38.81
4	0 REG	IR	SA10116	7000	70214			02	IRFN	S		\$12.94
5	0 REG	IR	SA10116	7000	70214			02	IRFN	Y		\$143.25

**New Data**

Empl Red#	Earnings Code	KFS Chart Code	KFS Account	KFS Org	Fund	Project ID	KFS Sub Account	Sub	GL Bus Unit	Work Study Ind	Over the Cap	New Earnings Amount	Apply/Remove WorkStudy
1	0 REG	IR	FG22377	8523	23510			02	IRFN	W		\$117.00	▼
2	0 REG	IR	SA10116	7000	70214			02	IRFN	D		\$39.00	▼
3	0 REG	IR	FG22377	8523	23510			02	IRFN	P		\$38.81	▼
4	0 REG	IR	SA10116	7000	70214			02	IRFN	S		\$12.94	▼
5	0 REG	IR	SA10116	7000	70214			02	IRFN	Y		\$143.25	▼

Total: \$351.00  
Balance: \$0.00

Direct Retro Salary Cap/MCOP Funding Worksheet

A selection has to be made for each line in New Data section

- Corrections when work-study code was missing in the Position Pool Id field
  - o PayPath entry adding the code needs to be final before DR is processed
  - o Only use the department KFS account in the “New Data” section and select “Apply WS”
  - o No sub-account information should be entered in the DR’s “New Data” section
  - o The KFS work-study account number should never be entered in UCPATH to fund a position or in a DR
- Corrections when work-study code was incorrect in the Position Pool Id field
  - o PayPath entry correcting the Position Pool ID needs to be final before DR is processed
  - o Only use the department KFS account in the “New Data” section and select “Apply WS”
  - o No KFS sub-account information should be entered in the DR’s “New Data” section

- The KFS work-study account number should never be entered in UCPath to fund a position or in a DR
- Corrections when a KFS sub-account was initially used when funding the position and department default account was charged instead of the work-study account
  - Funding entry removing the sub-account needs to be final before DR is processed
  - In the DR, the KFS sub-account information needs to be removed from the “New Data” section
  - All KFS accounts in the “New Data” section need to be the department account
    - Select “Apply WS” to all lines
  - The KFS work-study account number should never be entered in UCPath to fund a position or in a DR
- Effective dates on PayPath entries should be back dated to ensure all pay periods are being covered if Direct Retros will be processed