Federal Work-Study for GSRs

Presentation Panel:
Catherine Li, Associate Director, Financial Aid & Scholarships
Ileana Acevedo, Manager of Student Accounting
Kristen J Pereira, Business Analyst, Administrative IT
Lisa Feldmann, Interim Work-Study Program Manager, Financial Aid & Scholarships
Ricardo Buenrostro, Assistant Director, Financial Aid & Scholarships
Steve Albrecht, Director, Graduate Student Financial Support
Agenda

- Federal Work-Study in a Nutshell
- Work-Study Allocation to Graduate Programs
- Work-Study Employment Request Process
- Work-Study in UCPath
- Cognos Reports
- Contact and Resources
Federal Work-Study in a Nutshell

- Financial Aid Program
  - Students who have Financial Need
  - Graduate Student Researcher (GSR) only, Job Code 3282

- Collaboration and Shared Responsibilities
  - Financial Aid & Scholarships (FAS)
  - Graduate Studies (G.S.)
  - Graduate Programs
  - Student Accounting
  - Payroll Services
  - Shared Service Center
Work-Study Allocation to Graduate Programs

- Grad Studies Financial Support
  - Allocate Award “Units” to Graduate Programs
  - Value of Each Unit: Approximate Gross Salary of a 25% Step III for One Quarter
  - Maximum Annual Award (Units): Six Units Per Student / Two Units Per Quarter

- Guidelines, Calculator and Worksheet
  - 2020-21 Work Study Guidelines
  - 2020-21 Academic Year GSR Cost Calculator
  - 2020-21 Work Study Calculations worksheet
Work-Study Allocation to Graduate Programs

WS Units for Award Year 2020-21

- 1 Unit - $3,192 or less
- 2 Units - $6,384 or less

Cost Sharing

- FWS Funds - 75% of Salary
- UC Davis Central Campus Funds - 75% of Tuition & Fee Remission, Composite Benefit
- Program Responsibility - 25% of Salary, Tuition & Fee Remission, Composite Benefit, 100% of Paid Leave Time, 100% of applicable NRST Remission
- Program Responsibility - 100% after WS Award Limit ($2,394 or $4,788)
Work-Study Employment Request Process

- FAS Online Request Form
  - [https://fas.ucdavis.edu_Forms/WorkStudy?studentType=Graduate](https://fas.ucdavis.edu/Forms/WorkStudy?studentType=Graduate)

- Workflow Management
  - Pay Attention to Email Notification(s)

- Demo
Work-Study Employment Request Form - Graduate Student Researchers

Department Information

Name
Email
Phone
Hiring Department
Aid Year

Graduate Student Researchers are awarded 1-2 "units" of work-study per term. For the 2021 Aid Year, one unit is $3,192.

Student(s)

Name
Student ID
Supervisor
Email
Title Code
Other awards student may receive

Work-Study Units:
Fall
Winter
Spring

fellowship stipend $3900; TA for winter and spring qu
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<th>Award:</th>
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**Work Study UCPath Position Pool ID:**

C

**Effective Eligibility Date:**

10/1/2020

* The Position Pool ID may change each academic year depending on type of funding available at time of awarding.

* Work-study funds may not be used prior to this date.

Funding is subject to change based on student's financial aid status and supersedes any previously assigned eligibility. The award amount may include prior earnings for this period if it is a "revised" award.

**ACADEMIC AWARD PERIOD:** OCTOBER 01, 2020 - JUNE 30, 2021

**GRADUATE STUDENT RESEARCHER (GSR):**

- Graduate Student Researcher is a graduate student who performs research related to the student’s degree program in an academic department or research unit under the direction of a faculty member of authorized Principal Investigator.
- Includes 100% Fee Remission and NRTR as a benefit of employment.
- GSR salaries must follow a compensation plan and have multiple salary steps and is based on the approved compensation plan of individual graduate programs, taking into consideration experience and education, and following an establish salary scale.
- For more information regarding the classification and pay scale for GSR’s, call Graduate Studies 754-6447

**THE WORK-STUDY AWARD LISTED ABOVE:**

- Supersedes any previously assigned eligibility.
- Is the maximum amount of work-study gross earnings that may be earned by the student during this period.
- May include prior earnings for this period if it is a "revised" award.
EMPLOYER/DEPARTMENT’S RIGHTS AND RESPONSIBILITIES:

- Review Work-Study Website for rights, responsibilities, policies and procedures regarding participation as a Work-Study Employer.
- Ensure the student is appointed a Graduate Student Researcher (GSR) position for the term(s) that Work-Study is awarded.
- The hiring of this student employee will not displace a career employee and I understand that the student may no longer be eligible for work-study if the student leaves UC Davis, graduates, withdraws, or is dismissed from school.
- Pay 100% of any earnings which exceed the student’s current award and 100% of any fringe benefits, including holiday, vacation and sick hours and for any hours submitted after the established June 30 payroll. Complete the timesheet verifying hours worked, along with both the student’s and supervisor’s signatures.
- Ensure that students do not work during scheduled class times. Any exceptions (e.g., class is cancelled) must be documented.
- Review payroll ledger on a monthly basis to ensure that work-study funds are appropriately expended, and split and ensure that any necessary corrections are made within 30 days.

Update UCPath

The Work-Study Eligibility Form (PDF), downloadable from the button above, will need to be sent to your service channel to update UCPath. Please ensure the service channel staff add the Position Pool ID (provided on the Form) to your student’s Position in UCPath.

Please know that the Work-Study funds will only be applied after 1) your student’s Position has a Position Pool ID as provided, and 2) this Work-Study Employment Request Form has been fully completed.

Work-Study funds assigned to a quarter as requested by department can only be applied within that quarter. Work-Study funds may not be carried back and forth between quarters.

☐ I acknowledge that I have read the above information and completed any necessary steps

STUDENT EMPLOYEE’S RIGHTS AND RESPONSIBILITIES:

- Review Work-Study Website for rights, and responsibilities regarding participation as a Work-Study Employee.
- Maintain a Graduate Student Researcher (GSR) position for the term(s) that Work-Study is awarded.
- Inform Financial Aid and Scholarships and their Employer if you leave UC Davis, graduate, withdraw or are dismissed from school.
- Inform Financial Aid and Scholarships of any changes that may affect your aid such as additional resources, outside scholarships and/or changes in enrollment status. The award may be adjusted or cancelled upon notification of changes, which may cause a bill for the student and/or the employer.
- Report benefit hours such as sick leave or vacation on your timesheet.
- Do not work during scheduled class times, any exceptions (e.g., class is cancelled) must be documented.
Work-Study in UCPath

- LMS e-Learning Video
  - UCPATH: WORK-STUDY SETUP & FUNDING

- Position, Job, WS Award
  - 1 Position – 1 Job – 1 WS Award

- Position Pool ID (PPID)
  - Connect Work-Study Award with Position and Job
  - FAS Provide PPID to Department on WS Eligibility Form
  - Department Send WS Eligibility Form to Service Channel for Data Entry

- Demo
Work-Study in UCPath - Award Table

Work Study Award Table

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<tr>
<th>Scroll Area</th>
<th>Effective Date</th>
<th>Academic Year</th>
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**Work-Study in UCPath - GSR Job Data**

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<tr>
<th>Work Location</th>
<th>Job Information</th>
<th>Job Labor</th>
<th>Payroll</th>
<th>Salary Plan</th>
<th>Compensation</th>
<th>UC Job Data</th>
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**Employee**

- **Empl ID**: 102
- **Empl Record**: 5

**Work Location**

- **Effective Date**: 10/01/2020
- **Effective Sequence**: 1
- **HR Status**: Active
- **Payroll Status**: Active
- **Position Number**: 407
- **GSR-FULL FEE REM**

**Position Entry Date**: 07/13/2020

**Position Entry Data**

- **Regulatory Region**: USA
- **Company**: UCS
- **Business Unit**: DVCMC
- **Department**: 030003
- **Department Entry Date**: 07/13/2020
- **Location**: CAMPUS
- **Establishment ID**: UCD

**Last Start Date**: 07/13/2020

**Expected Job End Date**: 12/31/2020

**End Job Automatically**

**Future**

- **Action**: Position Change
- **Reason**: Correction SalPlan, Grade, Etc
- **Job Indicator**: Primary Job

**Go To**

**Find First**
# Work-Study in UCPath GSR Position Data

## Position Information
- **Position Number:** 407
- **Headcount Status:** Filled
- **Effective Date:** 10/01/2020
- **Reason:** CCR (Correction, SalPlan, Grade, Etc)
- **Current Head Count:** 1

## Specific Information
- **Effective Date:** 10/01/2020
- **Max Head Count:** 1
- **Mail Drop ID:**
- **Work Phone:**
- **Health Certificate:**
- **Signature Authority:**

## Job Information
- **Business Unit:** DVCMP (UC Davis Campus)
- **Job Code:** 003282 (GSR-FULL FEE REM)
- **Reg/Temp:** Not Applicable
- **Regular Shift:** Not Applicable
- **Title:** GSR-FULL FEE REM

## Work Location
- **Reg Region:** USA
- **Department:** 030003
- **Location:** CAMPUS (University of California, Davis)
- **Reports To:** 402
- **Supervisor Lvl:**

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**Position Pool ID:** C

**Pre-Encumbrance Indicator:** No Encumbrance

**Encumber Salary Option:** Salary Grade Minimum

**Classified Indicator:** Academic
Work-Study in UCPath - Salary Cost Transfer

- Two Most Common Scenarios
  - Transfer Department Share from One Account to Another
  - Retroactively Apply Work-Study

- System Glitch in 2019-20
  - Jira Ticket with UCPath Center
  - Band-Aid Solutions

- Process Direct Retro
  - Please Watch the WS e-Learning Course
### Work-Study in UCPath - Process Direct Retro

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Total: $304.75
Balance: $0.00

Direct Retro Salary Cap/MCOP Funding Worksheet
Work-Study in UCPATH - Process Direct Retro

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Cognos Reports

- Cognos – UCP 339 Payroll Expense Distribution Report
  - More Accurate Data

- Cognos – UCP 208 Work-Study Award Balance
  - Use as Reference
  - Good Data for Majority
  - FAS & Campus Admin IT Continue to Develop the Report
Make Work-Study Work!

- **UCPath**
  - More Experience and Knowledge
  - Continue to Seek Solutions on Processing Issues

- **Meet Deadlines**
  - Deadline for fall quarter submission: September 28, 2020
  - Deadline for winter quarter submission: January 08, 2021
  - Deadline for spring quarter submission: March 22, 2021
Contacts and Resources

- Lisa Feldmann: Interim Work-Study Program Manager
  - workstudy@ucdavis.edu
- Steve Albrecht: Director, Graduate Student Financial Support
  - sjalbrecht@ucdavis.edu
- Financial Aid & Scholarships Website
  - Work-Study for Graduate Students
- Graduate Studies, Graduate Student Financial Support
  - Work Study for Graduate Students