Employer Handbook

Federal Work-Study (FWS) Program

2015-2016

UNIVERSITY OF VIRGINIA
Student Financial Services
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I. THE FEDERAL WORK-STUDY (FWS) PROGRAM

The Federal Work-Study Program (FWS) is a federal program established by the Higher Education Act of 1965, as amended in 1992. Rules and regulations governing the program are established by the U.S. Department of Education. FWS encourages part-time employment opportunities to 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 70% from federal funds, and the remaining 30% of wages is paid by the student’s hiring department or approved off-grounds employer.

Student Financial Services (SFS), as administrator of the FWS Program, determines FWS eligibility and makes 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 documents that are required by our office. We will automatically consider work-study awards for undergraduate students and some graduate students. However, all students must be enrolled in a degree program and be enrolled full-time to be eligible to work as student employees according to University Wage Authorization.

The standard annual award amount for undergraduate students is $3000-$4000. Graduate students may be awarded FWS at their request, up to $5000. The FWS award represents the maximum amount students may earn in FWS funds for the academic year or award period. This includes both the 70% paid by FWS and the 30% paid by the department.

Students awarded FWS will be notified by e-mail to review the Federal Work-Study Student Handbook available on SFS’s website. They will be instructed to conduct reviews of positions via CAVLink and then to contact the department directly if they are interested in applying for a position.

A student’s FWS award is subject to change, even after the student begins working. This is especially true if the student receives additional financial aid assistance, such as an outside scholarship or award that was not initially considered in the student’s financial aid package. Student Financial Services will adjust the FWS award as required by federal regulations. Students may view the adjusted award on their SIS Student Center. Departments have access to student eligibility lists (students awarded FWS for the academic year) through SIS Discover.

Employment under the FWS program at UVA conforms to University Wage Authorization.

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 email Robert Barrett at rab2fd@virginia.edu.

University of Virginia FWS Employers
All University departments, schools, and offices are eligible to hire students who have been awarded Federal Work-Study funds. Interested parties must first register for access to CAVLink with the University Career Center (UCC).
The University of Virginia Health System and University Physicians Group is not eligible to hire FWS students. If you have concerns, please contact Student Financial Services for further information.
II. TRAINING: INTRODUCTION TO FEDERAL WORK-STUDY

Hiring departments must designate one or more employees as the work-study coordinator and list the designated employee on the Federal Work-Study voucher. The work-study coordinator is encouraged to complete the *Introduction to Federal Work-Study* training course.

Instructions for enrolling in a class are also posted here: [http://www.hr.virginia.edu/other-hr-services/employee-development/sys/employee-self-service-toolkit](http://www.hr.virginia.edu/other-hr-services/employee-development/sys/employee-self-service-toolkit)

1. Click the link for *Introduction to Federal Work-Study*. You will be taken to the page for logging into the Integrated System.

2. Click the linked **Course Name**.

   ![Course Name](image)

3. Next, click the envelope on the far right of the page to **Enroll**.

   ![Enroll](image)

4. Click the **Apply** button.

   ![Apply](image)

5. The course displays on your Learning Management Home page. To launch the course, click the **Play** button.

   ![Play](image)
III. REQUESTING ACCESS TO CAVLINK

1) Open your web browser to https://virginia-csm.symplicity.com/employers/index.php

2) Click on Register.

3) Enter your profile information.
   - Your “Organization Name” should be University of Virginia.
   - Your “Description” can be your Department name.

4) Click “Submit” after all of your information is entered. You will receive an email from “RecruitUVA” requesting verification of your email address. Once you verify your email address, the UCC will review your information and issue your username and password by email within one business day.
IV. LOGGING INTO CAVLink

1) Once you receive your username and password from the UCC, you are authorized to log into CAVLink as an employer. To log in, go to https://virginia-csm.symplicity.com/ and click the box for Employer.

2) Entering your username and password will take you to your home page.

3) You may update your account information by clicking on the “Account” tab at the top of the screen. You may also customize your password on the account screen by clicking on “Password/Preferences.”
Contact Information
Please provide as much information as possible

Title:
Administrative and Office Specialist

Salutation:
(Mr., Mrs., Ms., etc.)

Full Name:
Enter the contact's full name (first middle last)
V. POSTING A NEW JOB

All departments who wish to hire a FWS student must have a job posting in CAVLink. You may use past dates for the posting date and the expiration date if you already have a FWS student hired and do not need your job posting to be active.

1) From your CAVLink home page, click on the “Jobs (non-OGI)” tab at the top of the page. Then click the “Add New” button.

2) Enter the position information. You may copy and paste text from an electronic document into the fields.

   a. Position Type: Be sure to select “Work Study” under Position Type.
   b. Restrict Applications: If you only want students who meet the criteria you choose, select yes. For instance, if you only want graduate students with a 3.0 GPA to apply for your position, select yes to this question and select Master’s and/or Doctorate for Class Level and enter 3.0 for GPA.
   c. Default email address for resumes: This field appears if you select E-mail for Resume Receipt. If you do not wish to receive resumes by email or to have them accumulate online, select Other and follow directions provided in step 3 below.
   d. Salary Level: Enter the hourly wage or range for the position. (i.e. $8.50/hour)
   e. Work Authorization: You do not need to select a work authorization since students must meet federal work-study eligibility requirements.
Job postings must contain the following in order to comply with the federal work-study programs. Departments who submit job postings with insufficient information will be asked to revise their job posting. Non-compliance will result in the department paying 100% from their department award until a complete job description is submitted.

- Name and address of employer
- Job purpose
- Responsibilities and duties
- Qualifications
- Start and end date
- Wage rate or range

Click on the Submit button at the bottom of the page when you are ready to post your position. Alternately, you may save and finish later. Changes can be made to the job posting after your submission.

3) To provide students with instructions on how to apply for your job, check the “Other” box for Resume Receipt. When you check this box, a new field will appear below Resume Receipt entitled “How to Apply.” Enter the instructions that you wish applicants to follow.
Your job posting will look like this:

4) To modify your job posting, return to your home page and click on the Jobs tab at the top of the page. Then click on the title of the position you wish to edit. After making your desired changes, click “Submit” at the bottom of the page.

5) To deactivate your job posting, log into CAVLink and click on the Jobs tab. Locate the job title that you wish to deactivate. Click on the “Deactivate” button. Students will not have access to deactivated job postings; however, the job posting will be stored under “Archived Jobs (non-OGI)” along with any job postings whose posting date has expired.
VI. RE-POSTING OR RE-ACTIVATING A JOB POSTING

In order to re-post or reactivate a job posting, you must submit a new job posting. However, you may copy the current or archived job posting and modify the job title, posting date and expiration date.

1) From your CAVLink home page, click on the jobs tab at the top of the page. Click on the Add New button.

2) If you wish to copy a current job posting (a posting which has not expired), find the job title in the drop down box next to “Copy Existing.” When you find the job you wish to copy, center your cursor on the job in the drop down box. Your screen will refresh with that position’s job information. To eliminate any confusion, edit the job title. Also be sure to update the Posting Date and Expiration Date. After modifying the information, click the Submit button at the bottom of the screen.

3) If you wish to copy an archived job posting (a posting which has expired or has been deactivated), click the “Show Archived” button next to “Copy Existing.” Select the job title that you wish to modify. Be sure to update the Posting Date and the Expiration Date. Click the Submit button when you have finished modifying the job information.
VII. PRINTING THE JOB DESCRIPTION FROM CAVLINK

To ensure that the CAVLink ID number prints on the job description, follow these instructions:

1. Log into CAVLink and click on the Jobs (non-OGI) tab.

2. Open the job posting by clicking on the job title – if you have already deactivated the position, check Archived Jobs (non-OGI) in the tab under job postings.

3. Click the Printer icon in the upper right hand corner of the posting.

4. Click the Print box at the top of the screen or select File >>Print from the browser menu.
VIII. HIRING A WORK-STUDY STUDENT

Student Financial Services will direct eligible FWS students to CAVLink to search for a work study position. With this accessible electronic process, students can search for FWS jobs based on their own interests and class schedules. Students will also contact employers directly to discuss job duties, how to secure the job, and to complete all required FWS paperwork.

Students who are eligible for FWS will receive their Federal Work-Study Student Handbook in August. Most student employees remain with the same job or employer for the academic year. Sometimes students may find it necessary to change jobs for various reasons. It will be the student’s responsibility to seek other job opportunities on CAVLink if he/she wishes to change employers.

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 your job position 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:

- Displace employees (including those on strike) or impair 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
- Solicit, accept or permit soliciting of any fee, commission, contribution or gift as a condition of employment

Students may have multiple work-study assignments and/or multiple assignments. If a student with multiple work-study jobs earns more than his/her work-study award, then it is the HRMS’ responsibility in each department to process an LD adjustment to move wages from the work-study award to the departmental award for the earnings in excess of the work-study award.

Students may not be hired into a faculty or staff assignment and a work-study assignment due to the FICA tax exemption on work-study earnings. In the event that 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. If the student choose the faculty assignment, all work-study earnings paid to the student must be adjusted from the work-study award.

Students may not be paid as a work-study student for hours worked which exceed 40 hours in a week.

Only full-time students enrolled in a degree program may be hired as student employees. Full-time is defined as enrollment in at least 12 hours in a term. It is the hiring department’s responsibility to ensure that they have complied with this rule.
IX. FWS HOURS & PAY RATES

Students normally work between ten (10) to twenty (20) hours per week when classes are in session. According to University Wage Authorization for 2015-2016, students may work up to 20 hours per week when school is officially in session. (For exceptions, see University Wage Authorization for 2015-2016.) Students may work full-time when school is not in session or during official university vacations.

Work schedules are arranged directly with the student and the student’s supervisor and/or hiring department. Time sheets are submitted electronically through the University’s Self Service Time and Leave system (SSTL) or other designated time clock system.

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 minimum wage or less than the wage determined by the University’s Wage Authorization. The Higher Education Act (HEA) specifically states that an institution may not pay any wage to students employed under the FWS Program that is less than the current Federal minimum wage.

Pay rates for FWS jobs are based on the duties and responsibilities of the job. It is not acceptable to base the wage rate on any factor not related to the student’s skills or job description. Wage ranges for work-study students are posted in Appendix B of this handbook. Departments who wish to pay a rate that exceeds the pay range for the job category must include an explanation for the higher wage.

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 under the University’s Wage Authorization. The 2015-2016 University Wage Authorization states that all students must be paid at least $7.25 an hour and not more than $17.00 an hour for undergraduates, and not more than $24.00 an hour for graduate students in order to comply with Federal and institutional standards.

For more information regarding the 2015-2016 Wage Authorization: http://provost.virginia.edu/wage-authorization-2015-16

1) Once you have a student that you would like to hire and have checked the Discoverer SIS eligibility report (see Chapter XIV of this handbook) to ensure that he/she has been awarded work-study, you must complete the Federal Work-Study Voucher, which is available in this handbook (see Appendix D) and in the U.Va. Forms Directory.

The completed voucher and CAVLink job description must be faxed to Student Financial Services at 924-7636. Completed vouchers must be submitted to Student Financial Services within the pay period of the student’s start date. For example, if the student’s start date is August 25, 2015, the
work-study voucher must be submitted no later than September 6, 2015, the last day of the pay period which includes the student’s start date. Departments may not pay a student from the work-study award if the voucher is not submitted within the appropriate pay period. The student may be paid from the work-study award beginning with the next pay period.

Once SFS receives the work-study voucher and job description, it is first reviewed for compliance with the work-study program. If the voucher is complete, SFS requests the linking of the award and project. The linking process takes approximately two work days. If the voucher is not complete, the job description is not attached or the job description does not contain sufficient information, departments will be contacted for correction. The request to link the award and project will not be submitted until the voucher has been corrected or a job description forwarded to SFS.

2) Log into CAVLink and deactivate your job posting. Click on jobs on your home page and search for the job you wish to deactivate. Once you locate the job title, click on the “Deactivate” button. This will move your job posting to “Archived Jobs (non-OGI).” If you do not deactivate your job posting, it will be automatically placed in Archived Jobs seven days after the posting has expired.

3) Set up the student in Oracle Payroll System with Human Resources.

Hiring departments must first enter the student into the Human Resource Section of Oracle. A Work-Study student is entered in exactly as any other student worker. The difference is the Job and Position that you choose on the Assignment form. You will simply select a Job and Position Number from the list of values.

It is critical that the student is set up correctly in order to be paid as a work-study student. Students set up incorrectly may not be paid retroactively from the work-study award.

The role code for work study is:

**Undergraduate = 89337  Graduate = 89333  America Reads = 89324**

Please make sure these role codes are used when setting up the assignment; otherwise, the funds will go into the department’s suspense account, and the department will be responsible for paying 100% of the student’s wages.
X. CREATING THE WORK STUDY ASSIGNMENT IN ORACLE

The student must be set up correctly in Oracle Human Resources and Labor Distribution. **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 Discoverer SIS 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 a student earns his/her annual award, they must either be terminated immediately or immediately switched to regular wages. The department is responsible for paying 100% of all wages beyond the award.

**Assignment Information**

You must have HRMS Specialist responsibility for these transactions.

1. Click on the [Assignment] button. Use the list of values to enter the Organization number in the Organization field.

![Assignment screenshot]

Click on [Correction].
Click in the Group field; complete the following fields on the People Group Flexfield form.

- **Job Type**: Use the list of values to select "Wage-Other".
- **Compensation Type**: Use the list of values to select "Wage".
- **Employment Category (Salaried Only)**: Leave blank.
- **Part-time FTE Percent (Salaried Only)**: Leave blank.
- **Appointment Duration (Salaried Only)**: Leave blank.

Complete the remaining fields:

- **Job**: Use the list of values to enter the job. The job is comprised of the Title and title code. IS will display only Jobs available for the Organization you selected.
- **Position/Position Numbers**: Use the list of values to enter the position. The position is comprised of the Organization, Work title, Appointment Type, and Position Number. IS will display only Positions available for the Organization you selected. If a specific position is not available in the list of values, contact the Human Resources Consulting Services to have it added.
Position Numbers for Work Study:

89337 (undergraduate) or 89324 (America Reads Program)
89333 (graduate)

(Please make sure these codes are used when setting up the assignment; otherwise, the funds will go into the department’s suspense account, and the department will be responsible for paying 100% of the student’s wages.)

If a specific position is not available in the list of values, contact the Human Resources Consulting Services to have it added.

Select [No] in the Decision box.

The following screen will appear:
**Grade**: Use the list of values to select the appropriate value.

**Payroll**: Use the list of values to select "Bi-weekly".

**Location**: Automatically defaults to the correct location when the assignment is saved.

**Assignment Number**: Leave blank. IS will assign this number.

**Assignment Category**: Use the list of values to select "Part-time Regular".

Complete the remaining information for HR Assignments set up.
XI. FWS STUDENTS & LABOR DISTRIBUTION SET-UP IN ORACLE

Hiring departments will need to have the project from which they wish to pay work-study students linked to the Federal Work-Study Award. Student Financial Services will link projects upon receipt of the student Federal Work-Study Voucher. Hiring departments may always contact Edrina Allen (4-4242) if there are any questions about Labor Distribution. Please review the step-by-step process for distributing the student’s wage to the proper two PTAOs in Oracle.

Verify that the project you will use to pay the student has been linked to the work-study award SR00236. Please allow 48 business hours after submitting the voucher for an award to be linked. You will not receive any notification from SFS that the project has been linked; you will know that it is linked when you are able to select “wages, work-study 70%”.

Each student should have two entries, 70% and 30% (see below).

Find your Work Study Student

You cannot enter data into the Labor Scheduling form without going to the Find Employee window to do your search.

1. Click on the Flashlight icon on the toolbar.
2. Enter the last name of your work study student, or the employee number in the Employee No. field, and click on the [Find] button.

3. Select the employee from the drop down list and click on the [OK] button. BE SURE TO SELECT THE CORRECT ASSIGNMENT NUMBER. THERE MAY BE SEVERAL.

4. The Labor Scheduling window form is displayed with the associated employee and assignment information.

5. Select the appropriate assignment, by clicking in the box to the left of the Assignment No. field.

6. Click on the [Schedule Lines] button.
7. This decision box will appear if a schedule does NOT already exist for this assignment.

8. Click on the [Yes] button. The Schedule Lines window will appear displaying employee information for that assignment.

9. Click on the GL Account line (do not enter info in the GL Account cell)

10. Tab over to the Project window.

For 70% of the student’s labor distribution, the PTAEO will be entered as follows:

- **Project:** YOUR appropriate department PROJECT Number
- **Award:** OUR work-study award (remember this number changes every year) DO NOT USE LAST YEAR’S NUMBER – YOUR STUDENT WILL NOT BE PAID PROPERLY!
- **Organization:** YOUR appropriate departmental organization number
- **Expenditure type:** ALWAYS use “Wages, WS student 70%”
For 30% of the student’s labor distribution, the PTAEO will be as follows:

**Project:** YOUR appropriate department project
**Award:** YOUR appropriate award
**Organization:** YOUR appropriate departmental organization number
**Expenditure type:** ALWAYS use “Wages, WS student 70%”

11. Press the Tab key on your keyboard to move to the next field.

12. Enter the Start Date for the Schedule. The Start Date of the schedule line cannot be before the End Date of the last processed payroll associated with the employee.

13. Enter the start and end date for all students.

   - Students enrolled for both the FALL and SPRING semester have a start date of **August 25, 2015** and an end date of **May 13, 2016**.
   - Students enrolled for the FALL semester ONLY have a start date of **August 25, 2015** and an end date of **December 13, 2015**.
   - Students enrolled for the spring semester only have a start date of **January 20, 2016** and an end date of **May 13, 2016**.

If the student leaves his/her Work-Study job prior to the dates listed above, Oracle Labor Distribution should reflect the actual end date.

The work-study award will be end dated on May 15, 2016.

1. Enter the percent of the labor costs associated with the assignment.

   **Do not enter a % sign. Do not use decimal points. The total should equal 100%.**

2. Click on the Refresh Display button.

3. Verify that the student has been entered correctly in Oracle — 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. 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.

4. Select [Refresh Display]

5. Save your work.

If you have any questions or concerns regarding Oracle setup, call Edrina Allen at 924-4242.
XII. MAKING LABOR DISTRIBUTION ADJUSTMENTS

Find Distribution

1. Find the Distributions for an employee by completing the following fields:

   - **Employee Name:** Enter the last name of the employee and press the Tab key on the keyboard. Select the employee using the list of values.

   - **Assignment Number:** The Assignment field is automatically populated if the employee has only one assignment. If the employee has more than one assignment, make a selection for the List of Values (LOV). **IT IS IMPORTANT TO CHOOSE THE CORRECT ASSIGNMENT NUMBER.**

   - **Begin Date:** Select a begin date using the list of values.

   - **End Date:** Select an end date from the list of values.

   **Important note regarding end dates:**

     If you are adjusting the final pay period for an employee who has terminated, you must use the same end date as the date of termination. If the Distribution Adjustment end date used is after the termination date, the Distribution Adjustment will fail and the transaction will be reversed. Therefore, when an employee is terminated, the termination date should be used instead of the current payroll end date. To verify the employee’s termination date, review the employee in the HR
module. **You may have to go back several pay periods to secure enough funds to make the adjustment.**

- **Currency:** USD will default.

2. In the Adjust by box, click on the radio button that identifies the Hierarchy Level you wish to use to perform the adjustment.

**Important note regarding the "Adjust by" Box:**

The choices in the "Adjust by" box refer to the type of pay (Regular or Premium) and expenditure types that were distributed for the dates identified for the adjustment.

If only one expenditure type was distributed, the Assignment level may be used. If only one group - Regular or Premium pay was distributed, then Element Group may be used. However, if the employee was paid any combination of expenditure types you must select Element in the "Adjust by" box. This is the only way the auto pop rules will work.

**Line items that are distributed by the same name element and the same expenditure type may be transferred at the same time. If you select line items that are not from the same element, you will get an error message.**

3. Click on the [Find] button. The Distribution Adjustments window is displayed.

4. Click on the [View Details] button to view the details of the Distribution Adjustments.

   If you would like to view the information at a different level in the Adjust by box, click in either the Full Name field or the Employee number field. Click on the flashlight icon
on the toolbar. This will take you back to the Define Distributions window. Make a
different selection in the Adjust by box, and click on the [Find] button. You may toggle
between the Adjust by choices.

5. In the Actual Distributions region, check the Transfer checkbox to select the first PTAEO to be
adjusted.

    IMPORTANT: DO NOT select multiple PTAEOs (do not check more than one Transfer
checkbox), unless the expenditure type and elements are exactly the same.

6. Click on the [Done] button.

    The selected line appears in the Adjusted Distributions region as a negative amount. DO
NOT make any entries in the credit PTAEO that was transferred to the Adjusted
Distributions region.

7. Click on either the Amount or Percent radio button as the method of adjustment (in the
Adjust By region in the lower right corner).

8. Using the first available blank record, (under the transferred credit PTAEO), enter the
appropriate PTAEO combination to specify new charging instructions in the following fields:

    • Project
    • Task
    • Award
    • Organization
    • Expenditure Type

    The Expenditure Type will populate automatically according to Auto Population rules.
    However, if the adjustment has a start date prior to Phase II, and an end date after Phase
    II, you are expected to manually select the expenditure type.

9. Enter the Amount or Percent of the distribution you are adjusting.

    If you select [Amount], do not enter a plus (+) sign in front of the value.

10. Press the Tab key.

11. Click on the [Freeze Set] button.

    Once the record is frozen, changes cannot be made. You must freeze the record before
selecting a different PTAEO from the Actual Distributions region or before you submit the
action.

12. Repeat steps 5-10 to for each PTAEO you want to adjust.

13. Continue entering PTAEOs until you have compensated for 100% of each credit PTAEO.

    You will get an error message if the distribution amount is not equal to 100%.
If you are adjusting less than 100% of the original distribution line to another PTAEO, you must re-charge the remaining amount to the existing PTAEO.

Refer to the Labor Schedule Hierarchy for Oracle Labor Distribution.

14. Click on the [Submit] button.

15. Enter a batch name in the Batch Name field.

   This must be a unique name and must not exceed 30 character spaces.

   UVA uses the following naming convention for batch names:

   School/department prefix - last name of employee you are entering the distribution adjustment for, first name or initial - date entered (free form; not required).

   For Example: FI- Henry, Barbara - 05-MAR-2004 (WE SUGGEST ADDING WS for WORK STUDY)

   The school prefix is displayed on all project, award and organization names.

16. Enter additional information in the Comments field, as appropriate.

   The comments in the Comments field default, but you may add additional information.

   If the adjustment requires OSP approval, insert the OSP approval number at the beginning of the Comment field.

   Submitting the Adjustment

17. Click on the [OK] button.
The Distribution Adjustments form is cleared, and a blank Distribution Adjustment
window appears. If no further adjustments are to be initiated, close the window.

Canceling the Adjustment

18. To cancel the adjustment from the Batch window, enter one alpha character in the Batch
Name field and click on the [Cancel] button. You will be returned to the Distribution
Adjustments window.

You may cancel all of the adjustments sets by clicking on the [Yes] button. The [No]
button is not available at UVA.

Information taken from:

http://www.virginia.edu/integratedsystem/howdoi/HTML/NAV7229L.htm

If you have any questions or concerns regarding labor distribution, contact Edrina Allen at 924-
4242.
XIII. STUDENT PAY INFORMATION

Paychecks
The actual amount students receive 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 paperwork with their FWS employer before they begin working. These include the VA-4 form, W-4 form, I-9 form, and provide the following documents to their hiring department:

- U.S. Passport or U.S. Passport Card or Permanent Resident Card OR
- Government issued picture ID AND Social Security Card

Remember, students should not be paid until they are entered as an active student employee in the University Payroll Office and Labor Distribution in Oracle. Payroll is a deadline-driven process, so students must adhere to the timesheet deadline to be paid on time bi-weekly. The timesheet deadline schedules are available at:

2015:  http://www.hr.virginia.edu/calendars/2015-payroll-calendar/#bw
2016:  http://www.hr.virginia.edu/calendars/2016-payroll-calendar/

Students may not be paid as a work-study student for timesheets submitted after the submission deadline published on the bi-weekly payroll calendar.

For audit purposes, employers must maintain job description, pay rate and timesheets on file for at least five (5) years.

Direct Deposit
Remember, work-study awards are not applied to the student account billing statement. Instead, students will receive pay for hours actually worked. Students are required to have their earnings deposited directly to their own personal bank account.

Students may set up Direct Deposit in their SIS Student Center.
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. It is the student’s responsibility to report all FWS earnings on their income tax returns.
XIV. ELIGIBILITY AND EARNINGS REPORTS IN DISCOVERER SIS

Hiring departments will be responsible for running work-study eligibility reports and work-study earnings reports in Discoverer SIS. Proper security access and training must be completed in order to access these reports.

Instructions for requesting access to Discoverer SIS are located on this page:

http://www.virginia.edu/integratedsystem/gettingStarted/home.html

Select the “UV FA Work Study Reporting” responsibility when requesting access in ESHARP.

Note that this reporting role requires online training. Information about required training is located on this page:

http://www.hr.virginia.edu/other-hr-services/employee-development/sys/sis-tk/financial-aid-toolkit/
Appendix A: 2015-2016 FWS PAY RANGES

**FEDERAL WORK-STUDY (FWS) - UNDERGRADUATE STUDENT EMPLOYEES**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job Description</th>
<th>Pay Range</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Category A</strong>&lt;br&gt;ID Checkers</td>
<td>No experience or previous training required. Perform routine tasks with minimal responsibility. Where applicable, position may require ability to interact with the general public.</td>
<td>$7.25 - $8.50 Federal and university minimum wage</td>
</tr>
<tr>
<td><strong>Job Category B</strong>&lt;br&gt;Office/Library Assistant – General</td>
<td>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.</td>
<td>$8.51 - $9.50</td>
</tr>
<tr>
<td><strong>Job Category C</strong>&lt;br&gt;Office/Library/Laboratory Assistant – Specialized</td>
<td>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 &amp; systems, work within established guidelines and policies. Limited supervision is provided; ability to perform a wide range of duties.</td>
<td>$9.51 - $11.00</td>
</tr>
<tr>
<td><strong>Job Category D</strong>&lt;br&gt;Office/Library/Laboratory Assistant – Advanced</td>
<td>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.</td>
<td>$11.01 - $13.00</td>
</tr>
</tbody>
</table>

**THESE RATES MAY SUPERCEDE OTHER PAY SCALES**
### Appendix A: 2015-2016 FWS PAY RANGES

#### FEDERAL WORK-STUDY (FWS) - GRADUATE STUDENT EMPLOYEES

<table>
<thead>
<tr>
<th>Job Category</th>
<th>Job Title</th>
<th>Job Description</th>
<th>Pay Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Graduate Assistant – General</td>
<td>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 &amp; 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.</td>
<td>$7.25 - $9.50</td>
</tr>
<tr>
<td>F</td>
<td>Graduate Assistant – Specialized</td>
<td>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.</td>
<td>$9.51 - $12.00</td>
</tr>
<tr>
<td>G</td>
<td>Graduate Assistant – Advanced</td>
<td>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.</td>
<td>$12.01 - $16.00</td>
</tr>
<tr>
<td></td>
<td>or Technical Assistant</td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

**These rates may supersede other pay scales**
### FEDERAL WORK-STUDY – AMERICA READS

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Pay Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Tutors</td>
<td>$11.00</td>
</tr>
<tr>
<td>Graduate Tutors</td>
<td>$16.00</td>
</tr>
<tr>
<td>Graduate Tutor Mentors</td>
<td>Up to $24.00</td>
</tr>
</tbody>
</table>
Appendix B: FWS EMPLOYERS CHECKLIST

- Complete Federal Work-Study Voucher for the hired student using the blank form available in this booklet or in the UVA Electronic Forms Directory. Please verify that the student is eligible by running the FWS Awards report in Discoverer SIS. Fax completed form to Student Financial Services at 924-7636.

- The CAVLink job description must be submitted with the completed voucher.

- Complete payroll forms with hired student.

- Set up student in Payroll Systems (Human Resources Specialist)
  - The FWS code for undergraduate students is 89337
  - The FWS code for graduate students is 89333

- Enter student in Oracle Labor Distribution.
  - Verify that the project you will use to pay the student has been linked to the work-study award SR00236.
  - For 70% of the student’s labor distribution the PTAEO will be as follows:
    - P and T – the appropriate department project
    - A – SR00236
    - O – the appropriate employing organization
    - E – always use wages, work study student 70%
  - For 30% of the student’s labor distribution, substitute the appropriate funding award as determined by your department.
  - Each student should have two entries.
  - Enter start and end dates
    - Students enrolled for both the fall and spring semester have a start date of August 25, 2015 and an end date of May 13, 2016.
    - Students enrolled for the fall semester only have a start date of August 25, 2015 and an end date of December 13, 2015.
    - Students enrolled for the spring semester only have a start date of January 20, 2016 and an end date of May 13, 2016.

  If a student leaves his/her work-study job prior to this date, Oracle Labor Distribution 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.

- Monitor student hours and earnings closely to ensure that his/her earnings do not exceed the student’s federal work-study award amount. Remember any overage means that 100% of the hours earned will come from the hiring department. Earnings reports should be run in SIS Discoverer 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 he/she starts working, please complete the Pay Rate Adjustment Form (see Appendix E). SFS will review the reasons for the pay adjustment to determine if the job responsibilities support the requested pay rate. Notification of the approval or denial of the pay rate adjustment request will be sent to the supervisor listed on the form.

Please ensure that all time sheets and hiring information are held in your department. 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 in order to ensure compliance with Federal regulations.
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. In addition, the hiring department is notified of the adjustment to the Work-Study award through the eligibility report. Please note that students may become ineligible for Work-Study. In these situations, the department will be responsible for paying 100% of the student’s earnings.

3) All work study positions must be posted in CAVLink, even if you have already hired a Work-Study student. You may use past dates for the job posting date and expiration date if you do not wish to post an active position. Job postings are automatically moved into Archived Jobs seven days after expiration. You do not have to reactivate a position if the job description is not changing from year to year, and you will not be recruiting a student.

4) Students may have multiple work-study assignments and/or multiple assignments. If a student with multiple work-study jobs earns more than his/her work-study award, then it is the HRMS’ responsibility in each department to process an LD adjustment to move wages from the work-study award to the departmental award for the earnings in excess of the work-study award.

5) Students may not be hired into a faculty or staff assignment and a work-study assignment due to the FICA tax exemption on work-study earnings. In the event that 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. If the student chooses the faculty assignment, all work-study earnings paid to the student must be adjusted 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.

7) Only full-time students enrolled in a degree program may be hired as student employees. Full-time is defined as enrollment in at least 12 hours in a term. It is the hiring department’s responsibility to ensure that they have complied with this rule.

8) Once you hire a Work-Study student, complete and submit the Federal Work-Study Voucher. You must submit the CAVLink job description with the voucher. Please keep in mind that certain job responsibilities do not meet Federal regulations for Work-Study positions. By signing the Work-Study voucher, you are agreeing to abide by these regulations. Your department will be responsible for paying 100% of the student’s earnings in the event that the job does not meet Federal regulations.

9) A student may not be paid as work-study students if a completed FWS voucher is not submitted during the pay period in which the student begins to work.

10) A student may not be paid as a work-study student for timesheets submitted after the submission deadline published on the bi-weekly payroll calendar.
11) 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 in order to ensure compliance with Federal regulations.


See page 37 in this handbook for students only enrolled for one semester. Any hours worked prior to the start date or after the end date are paid by the hiring Department at 100%. Hours worked prior to the submission of the work-study vouchers are paid by the hiring Department at 100%.

13) Hours worked if a student is set up incorrectly in Oracle and/or Labor Distribution are paid by the hiring Department at 100%.

14) Be sure to use SR00236 as the work-study award for 2015-2016.
Appendix D: FWSV

Fax this completed voucher and the CAVLink job description to: Student Financial Services  
FAX: (434) 924-7636  

Note: Departments may not pay a student from the FWS award if the voucher is incomplete or is submitted without the CAVLink job description.

FEDERAL WORK-STUDY VOUCHER  

<table>
<thead>
<tr>
<th>Student Name</th>
<th>UVA Computing ID (i.e. abc2d) or SIS ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name</td>
<td>Org Number</td>
</tr>
<tr>
<td>Work-Study Coordinator Name</td>
<td>Phone Number</td>
</tr>
<tr>
<td>Contact for Oracle Responsibilities</td>
<td>Phone Number</td>
</tr>
<tr>
<td>Supervisor Name (for FWS position)</td>
<td>Phone Number</td>
</tr>
<tr>
<td>CAVLink Job ID Number</td>
<td>Hours per Week</td>
</tr>
<tr>
<td>□ 89337 Undergraduate Role Code</td>
<td>□ 89333 Graduate Role Code</td>
</tr>
<tr>
<td>Job Category (refer to FWS Handbook)</td>
<td>Hourly Rate</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the hourly rate listed above higher than the pay range posted in the FWS Handbook for the job category?</td>
<td></td>
</tr>
<tr>
<td>□ Yes □ No</td>
<td>If Yes, please attach an explanation to justify the higher hourly rate.</td>
</tr>
</tbody>
</table>

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

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 at http://uvaforms.virginia.edu/uvaforms/servlet/search/home under the department of Student Financial Services for instructions on how to enter student employees. The Role Code, Start Date, and End Date notated above are information that will be needed in order to establish the student as a work-study employee.
Appendix E: PAY RATE ADJUSTMENT REQUEST

PAY RATE ADJUSTMENT REQUEST FOR
FEDERAL WORK-STUDY (FWS) STUDENT EMPLOYEES
2015-2016

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.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>UVA Computing ID (i.e. abc2d) or SIS ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name</td>
<td></td>
</tr>
</tbody>
</table>

- ☐ 89337 Undergraduate Role Code
- ☐ 89333 Graduate Role Code
- ☐ 89324 AmericaReads Role Code

<table>
<thead>
<tr>
<th>Current Job Category</th>
<th>Current Pay Rate</th>
<th>Adjusted Job Category</th>
<th>Adjusted Pay Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Is the adjusted rate listed above higher than the pay range posted in the FWS Handbook for the job category?
- ☐ Yes
- ☐ No

Please describe the reason for an adjustment in pay rate from the current pay rate.

__________________________________________

Supervisor’s Signature

__________________________

Date

__________________________________________

Name of Immediate Supervisor

__________________________________________

UVa computing ID

Return this form and the job description:

Student Financial Services
(434)924-7636