

2017-18 Work-Study Information for Supervisors



ON-CAMPUS WORK-STUDY

On-campus Work-Study employment is paid by a combination of Federal Work-Study or Institutional dollars (currently 75%) and matching department funds (currently 25%).

To receive any financial aid funds, including Work-Study, the student must be enrolled at Pacific as a regular degree-seeking student at least half time,* apply for financial aid (i.e., filing the FAFSA) and demonstrate “financial need.”**

As a condition of using Work-Study, federal regulations stipulate that a student can earn only as much Work-Study as she/he has been awarded for the academic year.

** Half time is six units per semester for undergraduate, professional Pharm D, and teaching credential students. For master’s and doctoral students (except PT and Speech-Language Pathology), four units per semester is half time.*

***In order to utilize Work-Study the student’s financial aid file must be complete. For example, if the Financial Aid Office has requested copies of the family’s tax return transcripts, we must have received the tax return transcripts, reviewed them, and made any necessary adjustments to the student’s financial aid award.*

Work-Study funds are available to students:

| Enrollment Period | First Day Eligible to Work | Last Day Eligible to Work |
|------------------------------------|----------------------------|---------------------------|
| Fall only | August 16, 2017 | December 15, 2017 |
| Fall/Spring | August 16, 2017 | May 9, 2018 |
| Spring only | January 16, 2018 | May 9, 2018 |
| Trimester students (Pharm D & DPT) | August 16, 2017 | June 30, 2018 |

When making changes or adjustments such as terminations, position stop, etc., with Human Resources and/or Payroll, notify Financial Aid Office as changes must be manually adjusted to show accurately on Work-Study Report.

NOTE: Students may pick up 1718 Work-Study Verification Cards starting July 31, 2017.

The 2017-18 Federal Work-Study index is O01454 with account 6063.
The Pacific Work-Study index is LWKS with account code 6083.

REGULATIONS

The Office of Financial Aid is responsible for the management and authorization for disbursement of all Work-Study funds in order to maintain compliance with federal regulations. Work-Study verifications, authorizations and redistributions may only be authorized by the Office of Financial Aid.

Federal regulations prohibit students from working during scheduled class periods. Departments should request a copy of the student’s class schedule prior to developing each student’s work hours.

Due to timing of eligibility and funding, Work-Study cannot be retro-paid and is only valid on or after the Financial Aid “Approved by” date on the verification card. Work-Study employees cannot start working before the Financial Aid approved date.

OVERAGES AND TERMINATIONS

Supervisors are primarily responsible for monitoring earnings to assure that Work-Study eligibility is not exceeded.

- Any earnings in excess of the student’s current eligibility will automatically be charged to the department in which the overpayment occurred and the position will be terminated.
- Positions terminated due to overage will activate the default DPT position with the end date indicated on the verification card. To extend the DPT position after the original authorized date, or retain the student under a different index code, complete a new EPAF.
- If a student will discontinue employment before the Authorized end date, complete a Student Termination EPAF.

All Work-Study positions are automatically terminated at the end of each academic year.

IMPORTANT NOTES

- Students may not work during scheduled class periods.
- Maximum hours a student can work is 20 hours per week.
- Keep an open communication with students regarding academic plans.
- Work-Study is awarded to students during on-campus study. If a student is participating in an off-campus study program for a semester, work-study is typically adjusted to cover only the semester the student is on campus. If your student’s award does not reflect the adjustment, please send them to Office of Financial Aid for adjustment to prevent charges the department.
- Work-Study will be reduced when a student withdraws, drops below half-time or receives additional financial aid.
- The Department is responsible to ensure all necessary paperwork is complete before students are allowed to work.
- If a student will no longer be working in your department, submit a Termination EPAF to avoid hours inadvertently charged to your department.

PROCESS

Each academic year, students must come to the Financial Aid Office to pick up a new Work-Study Verification Card. Upon confirmation that the student's financial aid file is complete and work-study eligibility is established, a verification card is issued to the student for submission to the hiring department. Departments can make a copy of the card for their records and an EPAFs may be initiated.

To avoid delays in the EPAF approval process, ensure each student has their verification card prior to hiring. Due to timing of eligibility and funding, Work-Study cannot be retro-paid and is only valid on or after the Financial Aid "Approved by" date on the Verification Form. Work-Study employees cannot start working before the Financial Aid approved date.

1718 WORK-STUDY VERIFICATION UNIVERSITY OF THE PACIFIC

Overall Eligibility: \$

Name (Last, First)

Pacific ID

Authorized for Federal WS Pacific WS

Term: Fall only (8/16 to 12/15/17) Fall/Spr (8/16/17 to 5/9/18)

Spring only (1/16 to 5/9/18) Pharm.D./DPT (8/16/17 to 6/30/18)

Approved by: _____ Date: _____

WORK-STUDY CHANGE/ADDITIONAL JOB MEMORANDUM

To: Department Budget Officer/ Work-study Supervisor
From: Financial Aid Office • Extension 6.2421

The work study award shown on this student's employment papers has been changed for the following reason:
 Additional job(s)
 Increase per: Student's request Additional aid received Other change in financial aid Not enrolled (no longer enrolled) 1/2 time or more
 Decrease per: Student's request Additional aid received Other change in financial aid Not enrolled (no longer enrolled) 1/2 time or more

Student Name: _____ Academic Year: _____
 Pacific ID: _____ Overall WS Eligibility: _____

| Employing Department | Position Number | Still employed? | Position Allocation | Send Copy |
|----------------------|-----------------|--|---------------------|--|
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | \$ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | \$ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | \$ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | \$ | <input type="checkbox"/> Yes <input type="checkbox"/> No |

NOTE: REVISED AMOUNT INCLUDES FUNDS ALREADY EARNED.

ADDITIONAL COMMENTS: _____

FAO staff initials: _____ *If no longer enrolled, send copy to HR Date: _____

CHANGE IN AWARD/ADDITIONAL WS JOB

The Financial Aid Office will send you this memorandum if there is a revision to the student's award or if there is a reallocation of Work-Study funds.

PLEASE NOTE:

If the student has multiple jobs, be sure the student coordinates changes with you and other supervisors to ensure he/she does not exceed the amount allotted to your department. Funds earned in excess of the student's Work-Study allotment will automatically be charged at 100% to the department in which the overage occurred.

SEMI-MONTHLY WS REPORT

As a courtesy, the Financial Aid Office will send a semi-monthly payroll earnings report to your office budget officer. Your budget officer will then forward the information accordingly.

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AID YEAR: 1718

UNIVERSITY OF THE PACIFIC
Student Employment Dept Pay Period Report

Student's position number

Natalya Farias/WS Supervisor(s)
 Placement: TIGR COA: 1
 Position: 195000 FWS FTGR Organization: 30115 Tiger Office
 Allocation: 50000

| ID | NAME | SUFFIX | AUTHORIZED | | REMAINING ELIGIBILITY | | | LAST PAY DATE | STATUS |
|-----------|--------------------|--------|------------|------------|-----------------------|----------|-------|---------------|--------|
| | | | HOURS | AMOUNT | HOURS | AMOUNT | PCT | | |
| 989XXXXXX | Sample, Student A. | 00 | 200.0 | \$2,500.00 | -.75 | -\$7.50 | -30 | 04/15/2017 | |
| 989XXXXXX | Sample, Student B. | 00 | 167.7 | \$1,761.00 | 50.96 | \$535.12 | 30.39 | 04/15/2017 | |
| 989XXXXXX | Sample, Student B. | 01 | 76.19 | \$800.00 | 16.62 | \$174.50 | 21.81 | 01/31/2017 | |
| 989XXXXXX | Sample, Student C. | 00 | 263.16 | \$2,000.00 | 35.04 | \$376.72 | 18.84 | 04/15/2017 | |

Suffix numbers distinguishes positions with the same position number.

Number of hours the student is authorized to work based on his/her pay.

Dollar amount the student is authorized. This amount includes Departmental (25%) and Federal/Institutional Work-Study (75%) pay.

Remaining hours student may work through Work-study

Remaining dollar amount student may earn through Work-Study.
NOTE: Negative number indicates an overage in earnings.

The WS Report shows student earnings up to this date. Earnings after this date should be monitored to prevent overage.

Status is marked "EXCEEDED" if he/she has an overage in earnings.

Percentage of WS student has remaining. (Remaining amount/Authorized amount.)

IMPORTANT NOTE:

If there is a discrepancy with the report and the student's earning, please contact Office of Financial Aid to correct, otherwise, overages will be charged.