

2019-20 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, 2019	December 13, 2019
Fall/Spring	August 16, 2019	May 6, 2020
Spring only	January 6, 2020	May 6, 2020
Trimester students (Pharm D & DPT)	August 16, 2019	June 30, 2020

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 1920 Work-Study Verification Cards starting July 29, 2019. Once cards are obtained, EPAFs may be submitted early with start and stop dates above.

The 2019-20 Federal Work-Study index is 001460 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, submit 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. Unenrolled students are not eligible for Work-Study.
- Work-Study is awarded to students during on-campus study. If a student is participating in an off-campus study program (i.e. Study Abroad, Co Op, etc.) 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.
- Work-study does not pay holiday, sick-time, overtime, penalty pay, fringe benefits, DOC and ADL earnings.
- 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 EPAF 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.

WORK-STUDY CHANGE/ADDITIONAL JOB MEMORANDUM

To: Department Budget Officer/Work-Study Supervisor
From: Financial Aid Office (10/15/2019)

The work-study award shown on this student's employment paper has been changed for the following reason:
(1) Additional job(s) (2) Reduced pay (3) Reduced request (4) Additional not received (5) Other change to financial aid (6) Not awarded (see budget modified) (7) Time or more (8) Excessive pay (9) Student request (10) Additional not received (11) Other change to financial aid (12) Not awarded (see budget modified) (13) Time or more

Student Name: _____ Student ID: _____
Supervisor: _____ Student WS Eligibility: _____

Employing Department	Position Number	Full-time or part-time	Position Allocation	Award Type
		<input type="checkbox"/> Full <input type="checkbox"/> Part		<input type="checkbox"/> New <input type="checkbox"/> Old
		<input type="checkbox"/> Full <input type="checkbox"/> Part		<input type="checkbox"/> New <input type="checkbox"/> Old
		<input type="checkbox"/> Full <input type="checkbox"/> Part		<input type="checkbox"/> New <input type="checkbox"/> Old
		<input type="checkbox"/> Full <input type="checkbox"/> Part		<input type="checkbox"/> New <input type="checkbox"/> Old

NOTE: REVENUE AMOUNTS EXCEEDED FROM ALREADY EARNED

Submitted (Signature): _____
Date: _____

1920 WORK-STUDY VERIFICATION UNIVERSITY OF THE PACIFIC

Overall Eligibility: \$ _____

Name (Last, First): _____

Pacific ID: _____

Authorized for: ☐ Federal WS ☐ Pacific WS

Term: ☐ Fall only (8/16/19 to 12/15/19) ☐ Fall/Spr (8/16/19 to 3/6/20)
☐ Spring only (4/6/20 to 6/6/20) ☐ Phsem D./DPT (8/16/19 to 6/30/20)

Approved by: _____ 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 bi-weekly payroll earnings report to your office Work-Study contact person to forward accordingly.

Report Printed on: 9/23/2019 Page 1 of 1

AID YEAR: 1920

UNIVERSITY OF THE PACIFIC
Student Employment Dept Pay Period Report

Supervisor/WS Supervisor(s): _____

Placement: TIGER 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		
987035019	Karr, Harvey	00	83.3	\$1,000.00	-2.00	(\$25.00)	-2.50	09/15/2019	Exceeded
987035019	Karr, Harvey	01	115.4	\$1,500.00	39.10	\$1,188.00	79.00	09/15/2019	
987249787	Prado, Alan	00	208.3	\$2,500.00	200.00	\$2,400.00	96.00	09/01/2019	
987312442	Ramirez, Mike	00	166.7	\$2,000.00	48.46	\$581.50	29.07	09/15/2019	
987581236	Serra, Nellie	00	160	\$2,000.00	125.00	\$1,582.50	78.12	09/01/2019	

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.

How to Read the WS Argos Report

The WS Argos Report runs each Monday at 3pm following pay day and is sent to the WS Contact person(s) listed with Financial Aid Office.

Students' position number

Report Printed on 5/31/2019

Page 80 of 112

AID YEAR: 1819

UNIVERSITY OF THE PACIFIC Student Employment Dept Pay Period Report

Peggy Hawbaker/Maria Orozco/Candice Adams/Madine Gaillard

Placement: ADMISS

COA: 1

Position: 193316 FWS FCOA/STARS

Organization: 30010 Admission

Allocation: \$5000

ID	NAME	SUFFIX	AUTHORIZED HOURS	AMOUNT	REMAINING HOURS	ELIGIBILITY AMOUNT	PCT	LAST PAY DATE	STATUS
989000001	Barr, Stephen	00	200	\$2,700.00	-8.00	(\$108.00)	-4.00	03/03/2019	Exceeded
989000002	Bekill, Sarah	00	237.5	\$2,850.00	0.00	\$0.00	0.00	05/12/2019	
989000003	Boring, Kevin	00	166.6	\$2,000.00	32.42	\$389.00	19.45	04/28/2019	
989000004	Cardamon, Julie	00	166.6	\$2,000.00	93.67	\$1,124.00	56.20	03/03/2019	
989000005	Curtis, Katherine	00	166.6	\$2,000.00	123.92	\$1,487.00	74.35	04/28/2019	
989000006	Duong, Christine	00	200	\$2,700.00	51.85	\$700.00	25.93	11/25/2018	
989000007	Ebbert, Mitch	00	166.6	\$2,000.00	33.17	\$398.00	19.90	05/12/2019	
989000008	Foerst, Edmund	00	200	\$2,400.00	0.00	\$0.00	0.00	03/03/2019	
989000009	Haque, Rubaba	00	83.33	\$1,000.00	32.33	\$368.00	38.80	05/12/2019	
989000011	Hovley, Harper	00	136.2	\$1,635.00	52.92	\$625.00	38.84	12/09/2018	
989000012	Jiang, Madison	00	166.6	\$2,000.00	57.17	\$666.00	34.30	05/12/2019	
989000013	Kearny, Henry	00	83.33	\$1,000.00	0.00	\$0.00	0.00	11/25/2018	
989000014	Kwong, Cathalina	00	225	\$2,700.00	47.00	\$364.00	20.89	04/28/2019	
989000015	Martinez, Anita	00	166.6	\$2,000.00	0.00	\$0.00	0.00	12/09/2018	
989000016	Mansuella, Ezra	00	166.6	\$2,000.00	0.00	\$0.00	0.00	04/14/2019	
989000017	Oguz, Gilbert	00	225	\$2,700.00	58.33	\$700.00	25.93	12/09/2018	
989000018	Phillips, Johnathan	00	172.0	\$2,065.00	0.00	\$0.00	0.00	03/03/2019	
989000019	Railey, Mary Lou	00	133.3	\$1,600.00	51.58	\$619.00	38.69	05/12/2019	
989000020	Rodriguez, Danielle	00	283.3	\$3,400.00	0.00	\$0.00	0.00	05/12/2019	
989000021	Rodriguez, Tommy	00	166.6	\$2,000.00	130.17	\$1,902.00	90.10	04/14/2019	
989000022	Servino, Meghan	00	225	\$2,700.00	58.33	\$700.00	25.93	12/09/2018	

If status shows "EXCEEDED," the negative amount in the "Amount" column will be charged to the department at 100%. Once the amount has been redistributed, the amount will show 0.

You can tell if a student has been terminated due to overage if their Remaining Hours, Amount, and PCT shows \$0. Earnings above this are charged to the department at 100%.

Suffix number distinguishes positions with the same position number.

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

Remaining hours student may work through WS

Percentage of WS remaining. (Remaining Amt/Authorized Amt)

The WS Report shows student earnings up to this date.

Earnings after this date are not calculated on this report and should be monitored to prevent overage.

If the student's last pay date is older,

AND they have an Amount Remaining,

AND are still working, check to see if they were terminated due to overage and need a new EPAF to utilize their new allotment.

Dollar amount allotted to this position. This amount includes DPT (25%) and Federal/Institutional (75%) payment.

Remaining dollar amount student may earn through WS as of "Last Pay Date."

NOTE: Negative number indicates an overage in earnings.

NOTE: If a student is no longer employed with your department, submit a Termination EPAF to ensure hours are not inadvertently logged.