

2021-22 Work-Study Information for Supervisors



FEDERAL AND PACIFIC WORK-STUDY

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

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

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

**In order to utilize WS 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	July 12, 2021	December 10, 2021
Fall/Spring	July 12, 2021	May 11, 2022
Spring only	January 4, 2022	May 11, 2022
Trimester students (Pharm D & DPT)	August 17, 2021	June 30, 2022

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 WS Report.

REGULATIONS

The Office of Financial Aid is responsible for the management and authorization for disbursement of all WS 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.

**The 2020-21 Federal WS index is G00106 with account 6062.
The Pacific WS index is C10740 with account 6082.**

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, WS cannot be retro-paid and is only valid on or after the Financial Aid “Approved by” date on the verification form. WS employees cannot start working before the Financial Aid approved date.

PROCESS

Each academic year, students contact the Financial Aid Office for a new WS Authorization Card to confirm they are **still** eligible. Upon confirmation that the student’s financial aid file is complete and the student may start earning WS dollars, the authorization form is issued to the student for submission to the employer. 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 WS Authorization card prior to hiring.

OVERAGES AND TERMINATIONS

Supervisors are primarily responsible for monitoring earnings to ensure that WS eligibility is not exceeded.

- When students are approaching their allotted WS award amount, students may contact the Office of Financial Aid to see if they are eligible for an award increase.
- Any earnings in excess of the student’s current eligibility will 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 WS Authorization 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, submit a Student Termination EPAF to avoid inadvertent charges to the department.

All WS positions are automatically terminated at the end of each academic year.

IMPORTANT NOTES

- Students may not work during scheduled class periods.
- Students may work a maximum 20 hours per week.
- Keep an open communication with students regarding academic plans. Un-enrolled students are not eligible for WS.
- WS 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, WS is typically adjusted to cover only the semester the student is on campus. If your student’s award does not reflect the adjustment, please advise them to contact the Office of Financial Aid for adjustment to prevent inadvertent charges to the employing department.
- Work-Study will be reduced when a student withdraws, or receives additional financial aid.

