

WORK-STUDY NEWSWIRE

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Looking Ahead

Happy New Year to you! As we embrace the new year, we would like to remind everyone of the increased California minimum wage. Effective **January 1, 2007**, every employer shall pay each employee wages not less than **\$7.50** per hour for all hours worked, and not less than **\$8.00** per hour for all hours worked, effective **January 1, 2008**. Please visit the State of California's webpage for more details and download a poster (<http://www.dir.ca.gov/iwc/minwage2007.doc>).



Placement Deadline: February 2nd, 2007

While getting into your Valentine mood please do not forget that together with the Month of Romance comes the Work-Study placement deadline: **February 2nd, Friday**. **NO student will be placed after the deadline.** With the freshness of the new year and the sweetness of Valentine just around the corner, the present time is the best to ensure all your **Referral Forms** have been submitted online. Please do double-check against the hiring list attached to each job posting on the Online Work-Study Job Bulletin.

To date we have over to **2,978** students placed in the program, however, we still have **32** referral forms missing. After **February 2nd**, departments will be responsible for paying **100%** of all hours worked by each student whose referral form is not submitted.

Your cooperation in helping us work through this process is much appreciated.

Let Us Communicate!

Our hearts delight every time we sing "Let it snow! Let it snow!". When we keep the communications flowing smoothly our minds rejoice at improved efficiency and productivity. If you are still working on your new year's resolution list, here we have a good one for you to add to it:

"Starting the year of 2007 I will promptly respond to any communication from the Work-Study Office within 2 business days."

Smooth and timely communication is essential for us to provide excellent services to UCLA students and the community. For example, issues such as excess of permitted working hours, Work-Study earnings that did not split, excess of Work-Study award, etc. need to be resolved in a timely manner and your punctual response and cooperation is much appreciated.

Tax Exemption for Tax Year

Federal and state regulations require requests (W-4 Forms) for exemption from withholding to be submitted each calendar year. Please share the following information with your Work-Study employees who are currently claiming exempt from Federal or State withholding.

There are 2 ways for an employee to continue to claim an exemption from federal or state withholding:

1. Enter the exemption via the web. The deadline for entering information via the web is **February 12, 2007**. The web site is <http://atyourservice.ucop.edu/>
- OR** 2. Obtain a UC W-4 form from your department. Complete and **return the form to your department** no later than February 14, 2007. The department must enter your exemption by **February 14, 2007 (6pm)**.

When W-4 information is entered on-line or via the web, a W-4 indicator will be set in the system confirming that a W-4 form has been filed for exemption for 2007. Payroll Services suggests that each employee retains a copy of the web confirmation or W-4 for their records and to insure a refund if problems in data entry occur.

Departmental Information:

In order to set the W-4 indicator for 2007, information should be entered on-line between January 1, 2007 and February 14, 2007 (6 pm). If W-4 information has been entered prior to January 1, 2007, the information must be re-entered. Otherwise, the W-4 indicator will not be set and the employee's exempt status will expire. After the tax withholding data is entered into EDB, the preparer may either discard the forms (shredding is advisable) or file them in the employee's department file. As you receive paper W-4 forms, be sure to enter information in the following fields for each employee:

- Federal marital status = see W-4 form
- Federal exemptions = **998**
- State marital status = see W-4 form
- State exemption = **998**

You must enter the information even though what is currently showing on the screen is the same as the information contained on the new W-4 form. If you do not re-enter the information, the W-4 indicator will not be set and the employee's exempt status will expire. If you have any questions, please contact Lucy Eugenio at 794-8726.