

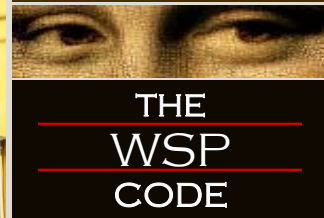
Work-Study Newswire

Headlines:

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- Agreement Renewal
- Summer Student Participation
- All Dates Relative
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The key to the summer Work-Study program can be revealed by using an “R” **WSP** code when setting up a student’s distribution line.

Summer Program Kick-Off...

Surfs up! We’re ready to slip on our flip flops and hit the summer sun...but before we start applying our SPF 30 here are some tips to help you kick off the summer Work-Study program of academic year **2006-07**. Please help us get this information out to as many summer enthusiasts as possible (particularly supervisors, and EDB/PTR preparers). By the way, you may have noticed that the Work-Study Job Bulletin has been deactivated (see “**All Dates Relative**” for more info).

Spring Cleaning Anyone?

Yes, we know it’s tough to focus on summer fun when spring cleaning (summer slang for **fiscal closing**) is still pending. If you have previously not experienced a fiscal year-end closing cycle (or if you’re the Susan Lucci of fiscal closing) this is your opportunity to earn your daytime Emmy (so start prepping your speeches). You will want to be particularly vigilant of time to be processed and/or adjusted during the final week of participation, which bring us to the following year-end tips:

- Communicate with supervisors in your area to request that ALL time sheets be submitted for processing as early as possible. Supervisors should follow up with each Work-Study participant to confirm that no time sheets remain outstanding.
- For each Work-Study participant in your area, review your payroll ledgers to confirm that all Work-Study eligible payments have split correctly (PPP screens: IERN—detailed pay period earnings; IFNW—fiscal year to date earnings)
- The last day of Work-Study participation for academic year 2005-06 is Friday June 16th. Departments must cover 100% of hours worked by students beyond the 16th.
- Students with unused Work-Study funding as of June 16th forfeit the unused balance. Keep in mind that students may NOT carry unused Work-Study balances into the summer period.

Agreement Renewal

For the **2006-07** academic year (that includes the summer period), departments must first complete the participation agreement before being issued access to the Work-Study Job Bulletin (WSJB). Here are a few hints:

- To log into the WSJB you will need a Bruin online username and password. The WSJB is located at: http://www.fao.ucla.edu/wrkstd_employer/index.asp
- If you need to set up a Bruin online username & password (or to reset your password) go to: <http://www.bo1.ucla.edu/services/accounts/>
- The first time you attempt to access the WSJB, you will be guided through a very short interview*.
- **Your agreement must be signed by you and your MSO/Director**

* During the agreement interview, your dept code = your dept’s four digit financial system code; also, please spell out your dept’s full name.

(see Agreement Renewal on next page)

Summer Student Participation

This summer we will continue to support summer participation for students eligible for Work-Study funding. To be considered for summer Work-Study, students must:

- **Have filed a Free Application for Federal Student Aid (FAFSA) by March 2nd**
- **Have filed a summer aid application via MyFAO by the priority filing deadline, April 30th**
- **Be enrolled at least half time during a summer session**
- **Not have graduated from the university as of spring 2006 (see summer student participation on next page)**



Referral Alert !!!

Remember that departments are responsible for 100% of hours paid prior to submitting a student’s online referral form (ORF). WSO will toss you a safety line if the undercurrent should pull you away from the shore (*sounds much better than “audit your records”, no?*)

All Dates Relative

May 22: The Work-Study website will be deactivated for maintenance (no one will be able to log in during the maintenance period, meaning that your students' current year earnings status will not be visible. You may, however, access fiscal year to date earnings via INFW in PPP)

May 30: The Work-Study website will be reactivated and available for summer postings (and students will be able to view available summer positions).

July 3*: First working day of summer (quarter students)

AUG 18: HIRING DEADLINE FOR SUMMER

Aug 21: Work-Study website will be deactivated for maintenance in preparation for AY

Aug 28: Work-Study website will be reactivated and available for academic year 2006-07 posting

Sept 15: Last working day of summer (quarter students)

** Hours worked by students prior to July 3rd or after September 15th must be charged to the hiring department at 100%.*

(Summer Student Participation from page 1)

Once a student has established program eligibility, he/she must accept his/her Work-Study award on the eFAN (electronic Financial Aid Notification) to generate the online referral form (ORF).

Departments may then access a student's ORF to hire that individual (For guidance on submitting ORF, please see the online "**How Do I**" help menu—accessible once you are logged into the WSJB). The ORF should be submitted prior to processing EDB. *A student is not authorized to initiate participation until his/her ORF has been submitted. Departments will be responsible for 100% of hours worked by a student prior to having an ORF submitted.*

Students with a summer Work-Study allocation who are enrolled during any session in the summer quarter are permitted to use their Work-Study funding through the entire summer (*provided they have not graduated, withdrawn from classes or fallen below half time*).

The 20 hours/week limit still applies during summer (*hours worked by a student in excess of 20/week must be paid at 100% by the hiring dept*).

(Agreement Renewal from page 1)

Carefully read the agreement in its entirety before printing and faxing it to WSO at **x65530**. Your agreement will be processed by WSO within 24 hours of having received your fax.

In an effort to provide you with better service and timely information, departments will be required to have at least one person enrolled in the Work-Study listserv (but encouraged to have two or more personnel signed up). To enroll, please go to:

<http://lists.ucla.edu/cgi-bin/mailman/listinfo/workstudy>



Groovy New Staff Member

After nearly nine arduous months of severe separation anxiety (remember that Elizabeth Paniagua had left the building?) WSO has finally found its next rising star. As popular film character Mr. Austin Powers might say "That's groovy baby!" Our new team member is **Yuan Richards**. Yuan comes to the UCLA campus with a solid background in Work-Study administration and an even more impressive educational background sporting two Master's degrees (one in Business Administration and another in Information Systems—each from the University of Colorado at Denver). Yuan can be found on the campus directory and is happy to assist with your Work-Study program needs.

Summer Program Recap

Here are the steps again:

- Access WSJB and complete your dept agreement
- Upon receipt of access to WSJB, submit job requisitions for each distinct job title
- Submit an ORF for each student hired
- Keep Hiring Deadline in mind (Aug 18th)
- Contact WSO for any questions

Kindly assist us by passing this information along to other personnel within your department who have an interest in the Work-Study program. To subscribe/unsubscribe from the Work-Study listserv, go to:

<http://lists.ucla.edu/cgi-bin/mailman/listinfo/workstudy>

Your comments, questions, concerns, and/or suggestions are always welcome. Please write to us at wrkstudy@saonet.ucla.edu