

UCLA



[Work-Study Off-Campus Employer Guide](#) [2011-2012](#)

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Section A: An Overview

Purpose of the Program

The Work-Study Program is intended to stimulate and promote part-time student employment, particularly students from low-income families, who are in need of earnings from such employment to pursue courses of study at institutions of higher education. The federal government allocates funds annually to the UCLA Financial Aid Office for this purpose.

Through the Work-Study Program, students engage in work for the University, governmental agencies, or for public and private non-profit organizations as defined by the Internal Revenue Service. Students employed through the Work-Study Program not only provide essential services to the University and to the community, but also have the opportunity to secure positions, which may relate to their educational objectives, or enable them to gain valuable work experience.

Student Eligibility

The UCLA Financial Aid Office is responsible for determining students' financial need and eligibility for Work-Study funds. A **Work-Study award** is an earning opportunity which is the maximum amount of money which a student may earn through the program during the employment period and is subject to Work-Study fund limitations. To be considered for Work-Study funding, students must complete the **Free Application for Federal Student Aid (FAFSA)** by **March 2nd** of every calendar year for the upcoming academic year. Beginning in late spring, students receive notification of their eligibility for Work-Study. Students **MUST** review and be familiar with the **Student Guide to the Federal Work-Study Program** (available at http://www.fao.ucla.edu/wscontract/ws_guide_student.pdf) that provides the conditions governing participation in the program and instructions for locating available positions using the UCLA Work-Study Job Bulletin (http://www.fao.ucla.edu/wrkstd_student/default.asp).

Types of Off-Campus Employment

Students may be employed off-campus by a federal, state, or local public organization, or by public/private non-profit organizations. Work performed **MUST** be in the public interest. Such work must benefit the national or community welfare, rather than for the interest of a particular individual and/or group. Work is **NOT** considered to be in the public interest if:

- It primarily benefits the members of an organization that has membership limits, such as a credit union, a fraternal or religious order, or a cooperative;
- It involves any partisan or non-partisan political activity or is associated with a faction in an election for public or party office;
- It is work for an elected official unless the official is responsible for the regular administration of federal, state, or local government. Regular administration means that the official is directly responsible for administering a particular function. Such a person would not create, abolish, or fund any programs, but would run them;
- It is work as a political aide for any elected official;
- A student's political support or party affiliation is taken into account in hiring him or her;
- It involves lobbying on the federal, state, or local level;

In deciding whether the work is in the public interest, the University must consider the nature of the position as well as the organization. For instance, a private non-profit membership club or organization may employ a Work-Study student if the work to be performed benefits the community, rather than the members of the organization exclusively.

Some positions may qualify as Community Service. Community Service positions are those designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. These services include:

- Such fields as health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement;
- Work in service opportunities or youth corps as identified in Section 101 of the **National and Community Service Act of 1990**, and service in agencies, institutions and activities designated in Section 1254(a) of that Act;
- Support to students with disabilities;
- Activities in which a student serves as a mentor for such purposes as tutoring, supporting educational and recreational activities, and counseling (including career counseling).

Students employed in qualified Community Service positions may be eligible to increase their Work-Study award up to a maximum of \$5000, including their original award. All petitions are reviewed on a case-by-case basis. Approval depends on Work-Study funding available for the Academic Year 2011-2012.

Employment Conditions and Limitations

The following provisions apply to all work under the Work-Study Program:

- Work-Study employment must be governed by employment conditions, including pay, that is reasonable according to the type of work performed, the geographic region, the student's proficiency, and any applicable federal, state, or local law;
- The Organization must pay the student at least the current federal minimum wage;
- Work-Study employment must not displace employees (including those on strike) or impair existing service contracts. Also, if the school has an employment agreement with an organization in the private sector, the organization's employees must not be replaced with Work-Study students. Replacement is interpreted as displacement;
- Work-Study positions must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction;
- The Organization may not solicit, accept, or permit to be solicited any fee, commission, contribution, or gift as a condition for a student's employment;
- The Organization is prohibited from accepting voluntary services from any paid student. Any students employed under the Work-Study Program **MUST** be paid for all hours worked;
- If a student must complete an internship or practicum as part of his/her degree requirement and would not normally be paid for doing so, the internship or practicum does not qualify under the Work-Study Program. If the student is normally paid, he/she may be employed under the Work-Study Program.
- The University has been informed that a new law was passed in California that became effective on January 1, 2001, regarding the payment of wages. This new law brings the State of California and the University under provision of the California Wage & Hour Law, which has long applied to private employers. Prior to January 1, 2001, the state and the University were specifically exempt from these provisions. All employees, including Work-Study students, are subject to these provisions immediately. Please refer to the Work-Study website (<http://www.fao.ucla.edu/wscontract/letter.htm>) for detailed rules and procedures.

Student Employee Benefits

A student employed under the Work-Study Program:

- Is covered by the University's Worker's Compensation policy;
- Is compensated only for hours worked;
- **May be paid premium or holiday pay** (subject to University Holidays only); **However, the Organization will be billed 100% for those hours;**
- Is allowed brief interruptions in work schedules, such as rest or coffee breaks.

- Student **not** enrolled at least in courses on a half-time basis (6 units for undergraduates, 4 units for graduates) will be charged 7.5% of gross earnings toward a University retirement fund rather than to Social Security.

Permissible Work Hours

Work-Study students may work a maximum of **twenty (20)** hours per week, including winter, spring breaks and summer (The organization is responsible for 100% of hours worked in excess of twenty (20) hours per week). The Organization must supervise and regulate all students' services and performance.

Off-Campus Organization Work-Study Agreement

Eligible off-campus organizations who wish to employ Work-Study students must execute a **UCLA Off-Campus Employer Federal Work-Study Agreement** (Attachment 1). In order to be considered, the Organization must provide the following:

- Proof of IRS Tax Exempt Status 501C(3) (waived for governmental agencies);
- A signed and dated **UCLA Off-Campus Employer Federal Work-Study Agreement**;
- A completed **Work-Study Agreement Exhibit "A"** (Attachment 2);
- A copy of the Organization's prior year federal tax return, Form 990 (waived for governmental agencies);
- A statement or brochure which details the Organization's purpose and activities;

A **Signature Authorization Sheet** (Attachment 3) (two signatures are required and one signature must belong to the person who signs the Work-Study agreement).

- A completed **Work-Study Job Requisition** (Attachment 4), one for each different position available; and
- A \$500 deposit payable to the **UC Regents** (First time participating agencies only).
 - The deposit will be withheld for a period of one (1) year. The deposit will then be applied to future student earnings after one (1)-year withholding period, provided the Organization's account is in good standing.
 - The deposit will be applied towards any non-payment, late payment, collection fees and/or delinquency charges accrued by the Organization's account at anytime.
 - A written request must be submitted to request a refund of any unused deposit.

Note: The person who signs the Work-Study agreement should also be authorized to sign the time records.

These documents must be submitted to the Work-Study Office for approval before the Organization may hire any Work-Study students. The UCLA Off-Campus Employer Federal Work-Study Agreement **MUST be renewed annually** to reestablish program eligibility. The Work-Study agreement must be submitted to the Work-Study Office no later than thirty (30) days prior to the specified hiring deadline.

Section B: Hiring Procedures

Listing a Position with the Work-Study Office

The Organization must submit to the Work-Study Office a completed **Work-Study Job Requisition** (Attachment 4), for each different position available. The job description and qualifications detailed on this form will be provided to prospective student employees via the online **Work-Study Job Bulletin**. **Only one Job Requisition Form is required for multiple openings within the same position.** You should retain a copy of each completed Work-Study Job Requisition for your files.

Work-Study Referral Form

The online **Work-Study Referral Form** (Attachment 5) is used to authorize a student's participation in the program. It also indicates the amount of the student's Work-Study award. Students now can view and print out their referral forms from the Work-Study Website.

Note:

The award amount listed on the Work-Study Referral Form is the student's ENTIRE Work-Study award. This represents the total earnings opportunity for the employment period (Organization contribution + Work-Study funding contribution), not the Organization contribution alone.

Hiring a Work-Study Student

The Student contacts the hiring organization directly to set up an interview. The student should bring his/her Work-Study Referral Form to the interview. Upon deciding to hire the student, the Organization **MUST** complete the student's Work-Study Referral Form (all blank lines except "Job Number Hire") and direct the student to return this form along with other required documents to the Work-Study Office in order to complete the hiring and payroll process.

The student **MUST** bring the following items to the Work-Study Office **BEFORE** the hiring deadline:

- Completed and signed Work-Study Referral Form
- Acceptable, valid identifications and employment eligibility documents for completion of the I-9 Form
(please use the link: <http://uscis.gov/graphics/formsfee/forms/i-9.htm> to access the I-9 List of Acceptable Documents)
- Original Social Security Card is required for completion of payroll process
- A voided check for direct deposit of earnings to student's bank account

A copy of the referral form will be stamped "AUTHORIZED TO BEGIN WORKING" with the first date that the student can begin to work and will be given to the student to submit to his/her work site. Students can **NOT** begin working under the Work-Study Program unless they have submitted all required documents and been authorized by the Work-Study Office. The Organization is responsible for processing and paying 100% of hours worked prior to authorization. Please also refer to paragraph 5.d. in the **UCLA Off-Campus Employer Federal Work-Study Agreement** for more information.

Note: The hiring procedures must be completed before the hiring deadline. Please refer to the Work-Study Program Calendar on page 13.

Section C: Changes to Work-Study

Termination of Employment

Termination of a Work-Study student's employment may be initiated by the Organization, Work-Study Office, or the student. The Organization may relieve the student from any or all duties at anytime for any reason without providing any explanation and/or notice in advance to the student. Similarly, the student may terminate employment at anytime for any reason without providing any explanation and/or notice in advance to the Organization.

Upon knowledge of termination of the employment, either initiated by the Organization or by the student, the Organization must **immediately** notify the Work-Study Office by submitting the following required documents in order to comply with the [California Wage & Hour Labor Code](#):

- A completed Termination Notice (can be obtained through the Work-Study website [Attachment 6](#)) see
- Any outstanding time records

The Work-Study Office may terminate a student's employment for any of the following reasons:

- A reduction in the student's Work-Study award (see **Revision to Work-Study Award Amount** section on page 8);
- The student is not meeting UCLA Satisfactory Academic Progress requirements;
- The student is not enrolled at UCLA;
- The student has withdrawn from UCLA;
- The student has dropped below half-time enrollment;
- The student has taken a leave of absence;
- The student has been dismissed from UCLA;
- The student has graduated from UCLA;
- Any other circumstance affecting the student's Work-Study eligibility

If a student continues working under any of the above mentioned conditions, the Organization is responsible for processing and paying for 100% of hours worked, even if the condition is unknown to the Organization. It is the organization's responsibility to communicate with the student on an on-going basis regarding his/her current enrollment status to ensure program eligibility. The Organization may continue to employ the student as a **regular non-Work-Study employee and must** assume payroll responsibilities and pay 100% of the student's wages.

Changing Jobs

The student is allowed to choose another position under the Work-Study Program as long as he/she is still eligible and has sufficient remaining balance of Work-Study award to cover working hours as expected. However, the student is NOT allowed to hold more than one (1) Work-Study position at the same time.

The following steps should take place when changing Work-Study jobs:

- First, the student's previous position must be terminated (see **Termination of Employment** section for details);
- Once the **Termination Notice** is on file, the Work-Study Office verifies and confirms the student's eligibility and remaining balance of Work-Study award;
- The Work-Study Office then issues a **Change of Job Referral Form** ([Attachment 7](#)) to the student (with the first half of the form being completed by the Work-Study Office);
- The student presents the **Change of Job Referral Form** to the new hiring Organization;
- The new hiring Organization completes the second half of the form under "Required Information From New Hiring Department/Agency" and direct the student to the Work-Study Office with the completed form AND required documents to complete payroll process;
- Once the student has completed the payroll documents, a copy of the **Change of Job Referral Form** will be returned to the new hiring Organization. The returned copy is stamped and serves as a written authorization for the student to begin working.

Note:

- The new hiring Organization is responsible for processing and paying 100% of hours worked prior to receiving written work authorization from the Work-Study Office.
- If the student changes from a Community Service position, his/her Work-Study Award may be reduced.

Revision to Work-Study Award Amount

The amount of a student's Work-Study award for the employment period may be revised at any time.

Reasons for a decrease in the award include:

- Student request
- Receipt of financial aid from another source, such as scholarship, grant, etc.
- The student has dropped below half-time enrollment;
- The student is not meeting UCLA Satisfactory Academic Progress requirements;
- The student has taken a leave of absence;
- Any other circumstance that may affect the student's Work-Study award

Reasons for an increase in the award include:

- The student is placed in a Community Service position

In either case, the Work-Study Office will send the Organization a **Work-Study Revision notice** ([Attachment 8](#)) which indicates the revised award eligibility. The revised award eligibility is the total earnings opportunity for the employment period, not the amount of the increase or decrease.

Section D: Record and Financial Information

Submitting Time Recorders to Generate Paychecks

A set of **Off-Campus Time Records** ([Attachment 9](#)) for the employment period can be downloaded from the Work-Study website. The following information on the time record for each bi-weekly pay period is pre-filled:

- Period Begin Date
- Period End Date
- Due Date
- Pay Date
- Date (within the specific pay period)

Organization must complete the following information on the time record:

- Agency (Organization Name)
- Employee Name
- ID Number (student's UCLA Identification Number)
- Pay Rate
- "In – Out" time for both morning and afternoon as applicable
- Hours worked each day
- Total Hours worked each pay period

Note: Please complete the Time Record online, then print it out and sign.

Any time record that is:

- Not signed by the student; OR
- Not signed by authorized Organization personnel, OR
- Signed by unauthorized Organization personnel, OR
- With erasures, write-overs, white-outs, or any alterations that are not properly authorized, or
- A combination of information from multiple pay periods

will **NOT** be processed. The Work-Study Office will notify the Organization to resubmit the time record if any of the above occasions occurs.

Time records must be faxed (310-206-5530) by the published due dates. The Organization should retain the original time records for their personnel files.

Paychecks are issued through the University payroll system based on their schedule. Paychecks are available for pick-up at the Work-Study Office (A215 Murphy Hall).

- Bi-Weekly: every other Wednesday as specified in the Off-Campus Time Record
- Monthly: beginning of the month

The Work-Study Office may require the Organization to provide copies of time records at random to monitor the accuracy of record keeping and to ensure compliance of federal guidelines with regard to program reviews (audits) conducted by the U.S. Department of Education. **Failure to maintain time records may result in termination of the Organization's participation in the Work-Study Program.**

Over-Use of Work-Study Award

The Organization must monitor each student's earnings against his/her Work-Study award amount. To calculate the total number of hours a student is eligible to work, divide the amount of the student's Work-Study award by his/her pay rate.

EXAMPLE: \$2000 Work-Study Award = 200 hours eligibility
\$10 per hour pay rate

The Organization is responsible for processing and paying 100% of student's earnings (as it appears on the **Work-Study Summary and Detailed Statements**) in excess of the student's Work-Study award. Please also refer to paragraph 5 in the UCLA Off-Campus Employer Federal Work-Study Agreement.

Late Time Records

Time records are considered late if received after the scheduled due dates. Please communicate with the student that he/she may experience a delay of approximately two weeks in receiving the paycheck. Please understand that the purpose of such regulation is not to penalize either the Organization or the student, but rather to serve as a disciplined approach to help ensure punctual and accurate payroll process.

The organization will be responsible for processing and paying 100% of hours reported on time records submitted more than thirty (30) days after the Due Date specified on the Off-Campus Time Record. The Organization will be notified of this action. Please also refer to paragraph 5.f in the UCLA Off-Campus Employer Federal Work-Study Agreement.

It is the responsibility of both the Organization and the student to submit time records by the published deadline. If you anticipate any problems, please contact the Work-Study Office before the due date to make other arrangements. Please note that holidays and University vacation days will require earlier deadlines for submission of time records. Please refer to the Work-Study Office's website for University payroll calendar. As a courtesy reminder, the Work-Study Office will send a notice to each Organization listing the early deadlines.

Signatures on Time Records

All time records submitted to the Work-Study Office must be signed by the student(s) as well as the authorized Organization personnel. The Organization must designate a minimum of two staff members authorized to sign time records.

To verify that the time record is properly signed, we require the Organization to complete a **Signature Authorization Sheet**, providing sample signatures of persons authorized to sign time records. When a new staff member is authorized to sign time records, the Organization must provide the Work-Study Office with a

sample of his/her signature. Unsigned time records or time records submitted with an unauthorized signature cannot be processed. The Work-Study Office will notify the Organization to resubmit the time record in order to process payroll.

Billing Procedures

The Organization is responsible for paying **fifty** (50%) percent of the following for each Work-Study student:

- Earnings;
- Worker's Compensation;
- Medicare;
- Unemployment Insurance

In addition, there is a **five** (5%) percent administrative surcharge per student based on total gross earnings. The University will pay all other costs using its allocated Work-Study funds.

A. Work-Study Summary and Detailed Statements

Work-Study Summary ([Attachment 10](#)) and Detailed Statements ([Attachment 11](#)) will be sent to the Organization on a quarterly basis during the Academic Year and in October for Summer employment period.

The **Summary Statement** includes the following:

- Total Student Gross Earnings (This figure represents total gross student earnings)
- Agency Matching Share Due (50% of Total Student Gross Earnings)
- Medicare* (As established by federal laws)
- Unemployment Insurance* (As established by the federal laws)
- Workers' Compensation (As established by the State of California)
- Administrative Expense Surcharge (5% of Total Student Gross Earnings)

* Charged only for students not enrolled at least half-time.

The **Detailed Statement** specifies each student's earnings including the following:

- Pay Period Date
- Hours Worked
- Pay Rate
- Agency Share
- Medicare Due
- Work Comp (Workers' Compensation)
- Unemployment Due
- Total Earnings

The last section of the Detailed Statement shows the Grand Total of each items listed above.

Note: The Work-Study Summary and Detailed Statements are **NOT** invoices. For invoice information, please see B. UCLA Invoice below.

Discrepancies should be reported to the Work-Study Office (see Section E for contact information) within **thirty** (30) days of receipt of the Work-Study Summary and Detailed Statements.

B. UCLA Invoice

UCLA Invoice ([Attachment 12](#)) will be sent to the Organization from the **UCLA Accounting Office** on the first business day each month, **if there is an outstanding balance**. The UCLA Invoice will only include the current balance due and any past amount due. The billing

charges should correspond with the balance due found on the Work-Study Summary and Detailed Statements. Payment should be made no later than the specified due date indicated on the invoice. UCLA Cashier will assess a late charge for invoice paid after the due date. In addition, according to the UCLA Off-Campus Employer Federal Work-Study Agreement, the Organization is liable for all collection expenses incurred by the University while attempting to receive reimbursement of expenses mentioned above. Checks, money orders, or credit card payments should be made payable to and submitted to:

**UCLA Remittance Center
Box 951432, 1125 Murphy Hall
405 Hilgard Ave
Los Angeles, CA 90024-6503**

Note: The Organization should include its University Identification Number (**UID #**) as indicated on the invoice on the check or money order and attach the **return stub** (detachable from the invoice) along with the payment. Non-payment may result in termination of Organization's participation in the Work-Study Program.

Records Keeping Requirements

In accordance with Title IV regulations governing the Federal Student Aid Programs, the Organization participating in the Federal Work-Study Program are required to retain all payroll related documents for up to five (5) years. These documents must be made available when requested by the Financial Aid Office for audit purposes. This includes the following documents:

- A copy of **each** time record for each student
- A copy of the fully executed UCLA Off-Campus Employer Federal Work-Study Agreement for the employment periods (Summer or Academic Year).
- A copy of each Work-Study Job Requisition form
- A copy of each Work-Study Referral Form and each Work-Study Revision Notice for all students employed during the employment period

Organizations that do not maintain proper records will be responsible for audit findings, fines, and penalties. Failure to comply with these requirements may also result in termination of the Work-Study agreement.

Unearned Work-Study Awards

Work-Study awards may only be used during the employment period (Summer or Academic Year) for which the funds are awarded. Unearned Summer and Academic Year Work-Study funds are forfeited after the last working day of the given employment period.

Organization of Record

The University of California, Los Angeles is the Organization of record. All payments due as an Organization's contribution under state and local Workers' Compensation laws, under federal or state Social Security laws, or under other applicable laws, as required, will be made by the University, unless otherwise required by law.

UCLA OFF-CAMPUS EMPLOYER FEDERAL WORK-STUDY AGREEMENT (2010-2011)

THIS AGREEMENT entered into by and between the **REGENTS OF THE UNIVERSITY OF CALIFORNIA**, a California Corporation, hereinafter called "University," and _____, a non-profit or governmental entity, hereinafter called "Organization,"

Is made with reference to the following facts:

- A. University has applied for a grant by the U.S. Secretary of Education pursuant to Part C (Federal Work-Study Programs) of Title IV of the Higher Education Act of 1965, as amended, to stimulate and promote the part-time employment of students, particularly students from low-income families, who are in need of earnings from such employment to pursue courses of study at institutions of higher education such as University.
- B. University and Organization desire that certain of University's students engage in work for public/private non-profit organizations under the Work-Study Program authorized by the Act.
- C. Organization is in a position to utilize the services of such students.

Accordingly the parties hereto agree as follows:

1. Organization shall utilize the services of students furnished by University who are eligible to participate in the Federal Work-Study Program and who are qualified and acceptable to Organization. The specific services to be performed by said students and the rate of compensation therefore are set forth on the attached Exhibit "A," which is incorporated herein.
2. The work performed by such students shall be in the public interest and shall not:
 - a. Displace employed workers or impair existing contracts for services nor the filling of vacant positions created by strikes; or
 - b. Involve any partisan or non-partisan political activity or work for any political party; or
 - c. Involve the construction, operation or maintenance of so much of any facility as is used or is to be used for sectarian instruction or as a place for religious worship; or
 - d. Primarily benefit the members of an organization which has membership limits, such as a credit union, a fraternal or religious order, or a cooperative; or
 - e. Involve any lobbying on the Federal or State level.
3. Transportation for students to and from their work assignments will not be provided by either University or Organization.
4. For purposes of this Agreement, University has the ultimate right to control and direct student employment. It also has the responsibility to determine whether the students meet the eligibility requirements for employment under the Federal Work-Study program, to assign students to work for Organization, and to determine that students indeed perform their work. Organization's right is limited to direction of the details and means by which the job is to be accomplished.
5. **Organization agrees to:**
 - a. Supervise and regulate the services and performance of students participating in the Federal Work-Study Program and permit reasonable inspection by a representative of University.
 - b. Allow no student to work for more than the permissible maximum of twenty (20) hours per week.
 - c. Not permit the student to earn more than the amount of his/her permissible Work-Study eligibility as stated by University on student's Work-Study Referral Form or Work-Study Revision Form.
 - d. Be responsible for processing and making payment of 100% of wages earned in excess of student's stated eligibility; or for any hours worked prior to authorization to begin working by University's Work-Study Office; or after the student drops below half-time status, withdraws, is dismissed, or graduates from University. Under the Fair Labor Standards Act of 1938, paid employees cannot volunteer their services. Organization agrees to compensate employees for services rendered even if said services are the sole responsibility of the Organization. Organization agrees to provide documentary evidence that students received payment for their work, such as photographic copies of canceled checks.
 - e. Make a bi-weekly report to University of time worked by students participating in the program as follows:
 - (1) The time worked by students participating in the program, indicating hours worked each day and total hours worked for each payroll period; each pay period requires a separate time sheet and
 - (2) Certification by an authorized supervisor that the hours are accurately reported and that the student's work was satisfactory.
 - f. Be responsible for processing and making payment for 100% of hours reported on time records submitted more than thirty (30) days after the Due Date specified on the Off-Campus Time Record.
 - g. Regardless of billing cycle, pay to University:
 - (1) **Fifty percent (50%)** of the total compensation to be paid to students participating in the program within thirty (30) days of receipt of University Statement of balance due.
 - (2) Amount(s) due, as indicated by University Billing Statement, for employer's share of Workers' Compensation.
 - (3) Amount(s) due, as indicated by University Billing Statement, for employer's share of Medicare expenses.

Attachment 1: UCLA Off-Campus Employer Federal Work-Study Agreement (1 of 2)

(4) Amount(s) due, as indicated by University Billing Statement, for employer's share of Unemployment Insurance expenses.

(5) In addition to item g (1), **five percent (5%)** of the gross student earnings. Please refer to University Billing Statement for amount. This fee will be used by University to defray administrative costs.

(6) Pay to University delinquent fees for past due bills and for expenses incurred from collection agency activities.

(7) Provide a **\$500.00 deposit** to be applied to future student earnings (First year participating agencies only). Deposits not used can be refunded upon written request before fiscal year end, June.

h. With advance notice, permit visitation rights by University official to student work site(s) and permit interviewing of students.

i. Adhere to the guidelines detailed in the Off-Campus Work-Study Employer Guide.

6. Compensation to be paid to students participating in the program will be appropriate and reasonable in light of the work to be performed by them, but in no case less than the prevailing minimum wage requirement.

7. The services and benefits of Organization which involve the work of such students shall be available to all persons regardless of race, color, age, religion, physical disability, national origin, gender, or sexual orientation. No student shall be denied participation in the Federal Work-Study program because of race, color, age, religion, physical disability, national origin, gender, or sexual orientation. Organization further agrees that it will comply with provisions of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and the Regulations of the Department of Education which implement those Acts.

8. University will be responsible for:

a. Payment of students' wages who are legitimately employed in the program.

b. Notifying Organization of students' eligible dates of employment.

9. It is agreed that Organization shall have the right and authority to relieve the student(s) from any or all duties at anytime for any reason without providing any explanation and/or notice in advance to the student(s). Similarly, student(s) shall have the right to terminate employment at any time for any reason without providing any explanation and/or notice in advance to Organization.

10. Upon relieving the student(s), Organization shall immediately notify University in writing of the date and the reason for termination of the employment.

11. This Agreement shall be subject to the availability of funds to University for any portion of the student's compensation not to be paid by Organization. Organization shall also be subject to the provisions of Part C (Work-Study Programs) of Title IV of the Higher Education Act of 1965, as now amended, or from time to time amended, and shall be subject to regulations implementing said legislation.

12. This Agreement may be terminated by either party by providing thirty (30) days prior written notice to the other party. In addition, University reserves the right to terminate this Agreement immediately if Organization fails to provide matching contribution or other payment to University as required under the terms of this Agreement.

13. **This Agreement shall be valid from the 1st day of July, 2010 through the 10th day of June, 2011 unless sooner terminated and shall be subject to renewal by the mutual agreement of the parties hereto in writing.**

IN WITNESS WHEREOF, the parties here to have executed this Agreement and becomes effective on date as indicated by University below:

_____:

By: _____ Name: _____ Date: _____
 Organization Representative Signature*

** An officer legally authorized to execute this Agreement for and on behalf of Organization*

REGENTS OF THE UNIVERSITY OF CALIFORNIA:

By: _____ Name: _____ Date: _____
 University Representative Signature

Attachment 1: UCLA Off-Campus Employer Federal Work-Study Agreement (2 of 2)

Work-Study Agreement Exhibit "A"

ORGANIZATION NAME: _____

Period Needed	Summer	Fall	Winter	Spring
Check all that apply				

Address information

Address: _____
 City: _____ State: _____ Zip Code: _____
 Telephone number (____) _____ Ext: _____
 FAX (____) _____ E-mail: _____



Billing Address if different from above

Address: _____
 City: _____ State: _____ Zip Code: _____
 Telephone number (____) _____ Ext: _____
 FAX (____) _____ E-mail: _____

Contact Information

Work-Study Coordinator (print name) _____ Title _____
 Telephone number (____) _____ E-mail: _____
 Work site supervisor (print name) _____ Title _____
 Telephone number (____) _____ E-mail: _____
 Billing contact person (print name) _____ Title _____
 Telephone number (____) _____ E-mail: _____

Job Title	# of positions	Hourly rate	Hours per week

Attachment 2: Work-Study Agreement Exhibit "A"

Signature Authorization Sheet (2010-2011)

ORGANIZATION NAME: _____

PERSONS AUTHORIZED TO SIGN WORK-STUDY PARTICIPANTS' TIME SHEETS

A minimum of two authorized signatures are required per participating organization (One signature must belong to the person who signs the Work-Study agreement).

Telephone: _____ FAX: _____

(Please enter your handwritten signature inside of box below)

Type Name/Title: _____

Type Name/Title: _____

Type Name/Title: _____

Type Name/Title: _____

Attachment 3: Signature Authorization Sheet

Work-Study Job Requisition (2010-2011)

ORGANIZATION NAME: _____

Address : _____

City: _____

State: _____ Zip code: _____

Box for office use only: Job # _____

FW _____ CS _____ GM _____ AR _____

Job Site Location (if different from address above): _____

Check all that apply: Graduate _____ Undergraduate _____ Summer _____ Fall _____ Winter _____ Spring _____

Total Hours per Week: _____ Hourly Rate of Pay: \$ _____ Number of Positions Available: _____

Position Title: _____

Interviewer's Name: _____ Phone: _____

Interviewer Email: _____

Job Category (required; check one only): Clerical / Office _____ Laboratory _____ Reader/Tutor Program _____

Research /Lab _____ Computer/Technical Support _____ Other _____

Would you like to have this position advertised on the online work-study job bulletin? Yes: _____ No: _____

Needs to be reviewed as a community service position? Yes: _____ No: _____

Job Description (Please attach separate sheet of paper if additional space is needed):

Qualifications (Please attach separate sheet of paper if additional space is needed):

Authorized Agency

Representative Signature: _____ Name (please print): _____

Phone number: _____ Email: _____ Date: _____

Please photocopy all pages in this agreement packet for your records before mailing the original to Work-Study Office.

Attachment 4: Work-Study Job Requisition

UCLA Work-Study Referral Form FOR OFF CAMPUS EMPLOYERS ONLY! <small>Return to Work-Study Office A-128 Murphy Hall or Fax 310.206.5530</small>			
Student Name: Fam502, Test		Date Issued: 6/2/2006	
UCLA ID Number: 502-692-059		Eligibility Date: 7/3/2006	
Award Amount: \$2000	WSP Code: R	Law Student: N	Void After Date: 8/18/2006
Job Title:		Pay Rate:	
Department/Agency Name:		Job Number Hire:	
Address:		Mail/Zip Code:	
Authorized Signature:		Phone Number:	
Print Name:		Date:	

Work-Study Referral Form Instructions

Students

Off-Campus Placement: The printed version of your Referral Form is **only** valid for **off-campus** employment. If you have secured a position with an eligible **off-campus** employer, you must print this form and present it to your off-campus employer for completion. You are required to bring the completed and signed form to the Work-Study Office along with acceptable documents to establish both identity and employment eligibility in order to authorize a start date **off-campus**.

On-Campus Placement: If you have secured a position **on-campus**, the printed form **will not** be accepted by the Work-Study Office. Your hiring department must complete your Online Referral Form (ORF). You are not authorized for placement in the Work-Study Program until your ORF has been submitted by your hiring department.

On-Campus Employers: Paper Referral Forms are no longer being accepted by the Work-Study Office. Placement in the Work-Study Program is now processed via the web. Authorized users of the Work-Study Job Management Website can now access and complete Referral Forms online. Online Referral Forms (ORFs) must be submitted before the student may begin work under the program.

Off-Campus Employers: Before a student may begin working, you must complete and sign this form. Instruct the student to bring completed form to the Work-Study Office along with a valid picture id and other employment eligibility documents, such as a Social Security Card, Passport, Permanent Resident Card, etc. The student is to report back with and "Authorized to Begin Working Date" stamped on the Referral Form. Employers must not permit students to work prior to authorization from the Work-Study Office.

Attachment 5: Work-Study Referral Form

UCLA	Termination Notice
-------------	---------------------------

Work-Study Office
A128 Murphy Hall
143501
(310) 206-0446

Student Name: _____ UCLA ID Number _____

Total Earnings paid under Work-Study _____

Start Date: _____ End Date _____

Department/Agency: _____

Authorized Signature: _____ Phone: _____

Print Name: _____ Date: _____

Attachment 6: Termination Notice



Change of Job Referral Form

Work-Study Office (310) 206-0446
A-128 Murphy Hall, 143501

Student Name _____ Law Student: Yes No
 ID Number: _____ Previous Employment From: _____ to: _____
 Remaining Eligibility: \$ _____ Previous Employer: _____
 Program: Federal Presidents Valid for: Fall Wtr Spr Summer

Authorized Signature Date

Required Information From New Hiring Department/Agency

Department/Agency Name : _____
 Address : _____ Campus Mail Code/Zip Code : _____
 Start Date: _____ Job Title: _____ Hours per week: _____ Hourly Rate: \$ _____

Authorized Departmental Signature Date Job#

Please print above name: campus extension /telephone

rev 7/95

Attachment 7: Change of Job Referral Form

UCLA REVISION NOTICE

Work-Study Office
A128 Murphy Hall
143501
(310) 206-0446

Date: 03/26/09

Dear Employer:

A revision has been made to the Work-Study award of the student listed below:

Name: Joe Bruin UID: 000111000

Original Award: \$3,000.00 Revised Award: \$2,500.00

Effective Date: 3/25/09 Dept: Financial Aid Office

for the Summer Academic Year of 08-09. Please update your employee records accordingly to ensure that your student does not exceed his/her revised award eligibility.

Note: No retroactive payments may be processed and/or adjusted for any part of the revised award eligibility.

Additional comments: _____

Thank you,

Work-Study Program Staff

Attachment 8: Work-Study Revision Notice



Work-Study Program Off-Campus Time Record

Fax (310) 206-5530
(Contact Phone: 310.206.0446)

Work-Study Office Use Only		Acct #:
Award:	<input type="text"/>	ETPP:
FYTDE:	<input type="text"/>	Rem Bal:
NetBal:	<input type="text"/>	WSP/Hrs: /

Agency : _____ Employee Name: _____ ID #: _____
 Period Begin Date: **2/22/09** Period End Date: **3/7/09** Pay Date: **3/18/09** **Time Record DUE DATE: 3/4/09**

Work Session	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
SHIFT 1	2/22	2/23	2/24	2/25	2/26	2/27	2/28	3/1	3/2	3/3	3/4	3/5	3/6	3/7
In														
Out														
SHIFT 2	NOTE: Per California labor laws, employees must take at least a 30 minute unpaid break if working more than 6 hours in a single day. Please report break times accordingly.													
In														
Out														
Daily Hour Total														

NOTE: agencies with a recurrent pattern of submitting time records beyond scheduled due dates will be subject to immediate discontinued program participation.

Time Record Reminders	Pay Rate: <input type="text"/>	Total Hours Reported: <input type="text"/>
<ul style="list-style-type: none"> - Do not allow students to work more than 20 hours per week - Time records without student and/or authorized representative signature will not be accepted and will be returned to the agency - Please round time to the nearest quarter hour: ex. 1.25, 2.50, 3.75 - Time records must be faxed in by the authorized agency representative. Students (themselves) are not permitted to fax/deliver time records. - Time records received more than 30 days beyond the "DUE DATE" above will be returned to the agency for payment processing at 100% above the rate. - Time worked during University holidays qualifies for premium rate. Agency will be charged 100% of the premium rate. - Please print clearly if time record is not filled in electronically - Keep original time record in agency's files for program audit review 	Employee Signature: _____ Date: _____	
	Authorized Agency Representative Name: _____	
	Authorized Agency Representative Signature: _____ Date: _____	

Attachment 9: Off-Campus Time Record

University of California, Los Angeles

Off Campus Work-Study Summary

1. Total Student Gross Earnings:	\$2,460.00
2. Agency Matching Share Due:	\$1,230.00
3. Medicare:	\$0.00
5. Unemployment Insurance:	\$0.00
4. Workers Compensation:	\$23.06
6. Administrative Expense Surcharge:	\$123.00
7. Balance Due: <small>(Add #2 - #6 above)</small>	\$1,376.06

Billing Date: 10/1/2006

UCLA ID#: 000-000-000N

Billing Period From: 7/3/2006 To: 9/15/2006

ACCOUNT: 000000

Agency Name
123 Bruin Road
Los Angeles, CA 90095-1435

Please note that this summary does not reflect any initial deposits made by your agency. The actual invoice will credit the appropriate amounts.

Attention: Robert Zimmerman

THIS IS NOT AN INVOICE. The UCLA Main Cashier's Office will mail an invoice on the first day of the month following the bill date above. Payment is due within 20 calendar days from the invoice date. Do not remit payment to the Work-Study Section of the Financial Aid office. Please contact the Work-Study Office at (310)206-0444, if you do not receive your invoice.

Attachment 10: Work-Study Summary Statement

Agency Share Based On 50% Matching

Agency Name
Account: 000000
Bill Date: 10/1/2006

Section A

Name	Pay Period Date	# Hours Worked	Pay Rate	Agency Share	Medicare Due	Work Comp	Unemploy- ment Due	Total Earnings
BRUIN, JOE	7/15/2006	4	\$15.00	\$30.00	\$0.00	\$0.56	\$0.00	\$60.00
	7/29/2006	20	\$15.00	\$150.00	\$0.00	\$2.82	\$0.00	\$300.00
	8/12/2006	40	\$15.00	\$300.00	\$0.00	\$5.62	\$0.00	\$600.00
	8/26/2006	40	\$15.00	\$300.00	\$0.00	\$5.62	\$0.00	\$600.00
	9/9/2006	40	\$15.00	\$300.00	\$0.00	\$5.62	\$0.00	\$600.00
	9/23/2006	20	\$15.00	\$150.00	\$0.00	\$2.82	\$0.00	\$300.00
				Total:				
				\$1,230.00	\$0.00	\$23.06	\$0.00	\$2,460.00

Attachment 11: Work-Study Detail Statement

Section E: Contacting the Work-Study Office

Address and Telephone Numbers

Address: **Work-Study Office**
 A-215 Murphy Hall, Box 951435
 405 Hilgard Avenue
 Los Angeles, CA 90095-1435

Placement and General Assistance: **(310) 206-0446**
 Payroll: **(310) 825-5701**
 Fax: **(310) 206-5530**
 E-Mail: wrkstudy@saonet.ucla.edu

UCLA Work-Study Program Calendar (2011-2012)

Date	Event
Friday May 20, 2011	Work-Study website is deactivated for maintenance
Monday May 23, 2011	Work-Study website is reactivated for summer
Friday July 1, 2011	First working day of summer
Friday August 12, 2011	HIRING DEADLINE FOR SUMMER
Friday August 12, 2011	Work-Study Website is deactivated for maintenance at 5pm
Monday August 15, 2011	First day Work-Study website will carry available positions for the academic year
Friday September 9, 2011	Last working day of summer
Sunday October 2, 2011	First working day of Academic Year
Tuesday November 1, 2011	Deadline for Grad. departments to submit GWSP utilization to Ana Lebon
Monday Nov. 21, 2011	Last day to submit Off-Campus Agency contracts for 2010-2011
Monday Jan. 30, 2012	HIRING DEADLINE FOR ACADEMIC YEAR BASED ON FUNDING ALLOCATIONS
Friday March 2, 2012	PRIORITY FILING DEADLINE FOR FAFSA (Free Application for Federal Student Aid)
Monday April 30, 2012	Last day to apply for UCLA Summer Aid (must submit by deadline in order to receive WS for Summer 2012)
Friday May 18, 2012	Work-Study website is deactivated for maintenance
Monday May 21, 2012	Work-Study website is reactivated for summer
Friday June 15, 2012	Last working day of Academic Year

Important Information:

- Date(s) subject to change without notice (based upon availability of funds)
- Student's not placed by the deadline forfeit Work-Study funding for the remainder of the participation period.
- Work-Study funding is not transferable between the summer and academic year

Notes:

* Students must file FAFSA by the priority filing deadline (March 2) to be reconsidered for Work-Study funding every year. Work-Study is not transferable from one academic year to the next.

* Students must file a Summer Aid Application by April 30 in order to be considered Work-Study eligibility for summer sessions. Please refer to the UCLA Financial Aid Office website <http://www.fao.ucla.edu> for filing information and updates.

