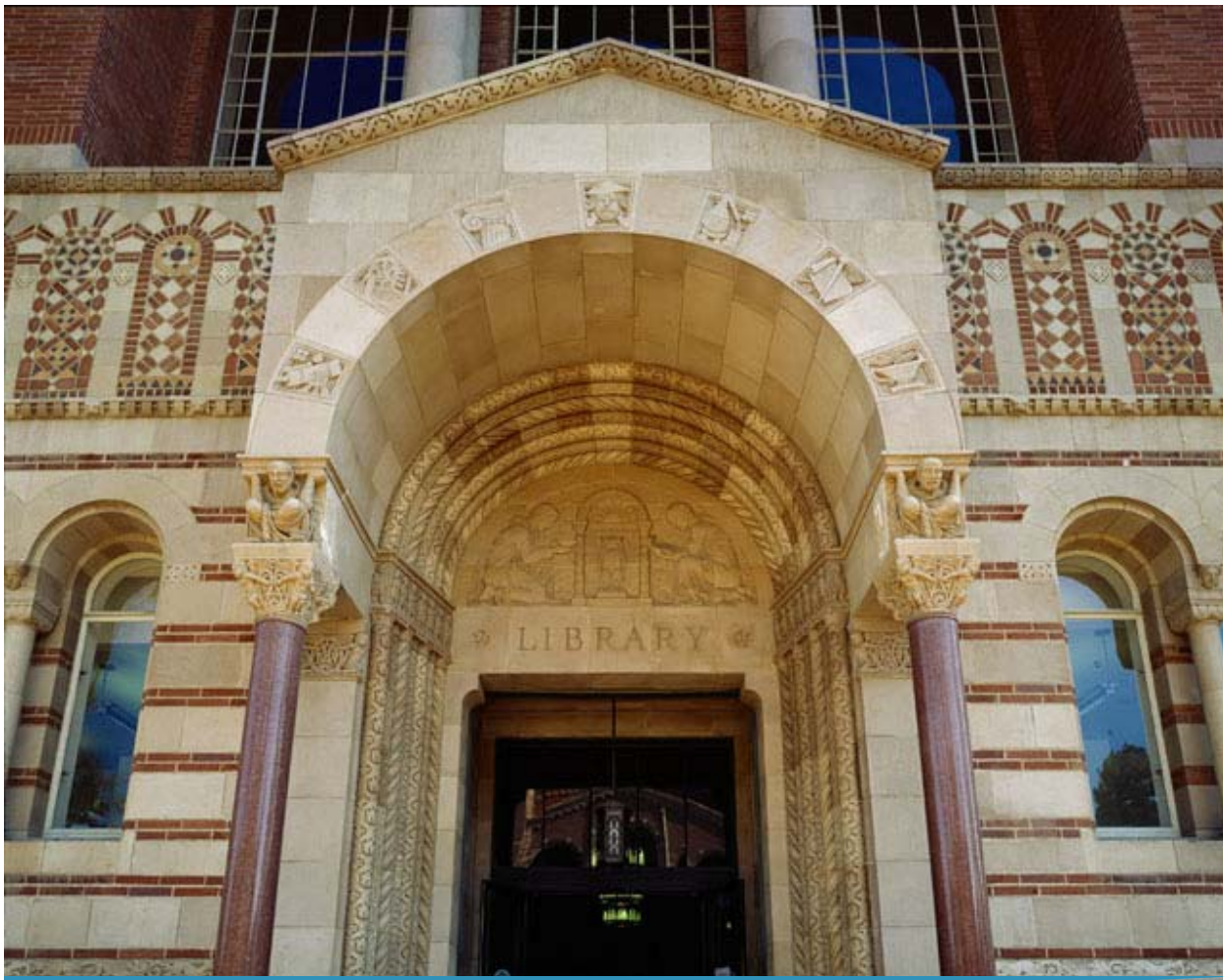


UCLA



[Student Guide to the Work-Study Program](#) [2011-2012](#)

Student Guide to the Federal Work-Study Program

WHAT IS FEDERAL WORK-STUDY?

Federal Work-Study is a federally funded program that enables students to earn money for college costs through part-time employment. The federal government pays a portion of the students' wages and the employer pays the balance. The program provides an opportunity for students to secure academic and/or career-oriented employment while providing essential services to the University and the community.

WHAT IS THE DIFFERENCE BETWEEN WORK-STUDY AND A NORMAL NON-WORK-STUDY JOB?

There are numerous differences between Work-Study and non-Work-Study positions. The most significant are:

- As an incentive to promote Work-Study program job opportunities, employers hiring Work-Study participants pay only a portion of each participant's rate of pay and the program subsidizes the rest. For example, employers pay only 50% of a participant's rate of pay for students working under the federal and/or community service programs. Non-Work-Study employers, by comparison, cover 100% of a student employee's rate of pay.
- Given the employer incentive above, the Work-Study program facilitates the creation and/or expansion of employment opportunities where there might otherwise not be any or fewer such opportunities.
- One of the more meaningful benefits of participating in the Work-Study program provides students the opportunity to reduce reliance on student loans. That is, you have the ability to convert a portion of your loan eligibility to additional Work-Study funding to permit you the chance to earn more of your financial support thereby decreasing your overall loan indebtedness. This option can be exercised through Work-Study jobs approved as community service positions.
- Another very important benefit of Work-Study positions vs. non-Work-Study jobs has to do with the exemption from student contribution assessment. That is, holding a non-Work-Study job can subject your earnings from such job to be assessed a student contribution when applying for financial aid in the future. This generally has the impact of reducing your financial need and thus, affecting the overall structure of your financial aid package. By comparison, earnings from Work-Study positions are protected from this student contribution assessment that can improve the amount and types of aid you are considered for when filing a financial aid application in future periods.

WHAT KIND OF WORK-STUDY JOBS ARE AVAILABLE?

Work-Study jobs are available on-campus in areas such as academic departments, libraries, administrative offices, and laboratories, etc. Work-Study positions are also

available with off-campus non-profit organizations such as community based organizations and government agencies.

WHERE DO I GET INFORMATION ABOUT AVAILABLE WORK-STUDY POSITIONS?

Some Work-Study positions are listed on the Work-Study Student website on the online Work-Study job bulletin section. You may use this website to locate pre-approved jobs throughout campus including libraries and computer labs. Please keep in mind that almost any job on campus can be submitted to the Work-Study office for review/approval. To access Work-Study job bulletin, go directly to the following web address:

https://www.fao.ucla.edu/wrkstd_student/

If you are browsing through the UCLA Home Page, you may also select the following sequence of links:

- 1) Employment (One of the Top Headers)
- 2) Work-Study (Under the “For Students” heading)
- 3) Student Work-Study Information (Under the “For Students” heading)

The Work-Study Job Bulletin is updated daily. A paper version of the Work-Study Job Bulletin is **NOT** available. To log into this site, you must use your Bruin On-Line username and password. For the 2011-2012 Academic Year, positions are scheduled to be advertised starting August 15, 2011.

I’VE LOGGED INTO THIS SITE, NOW WHAT?

Once you log in, you will have the ability to review available Work-Study positions that are on-campus and off-campus (this includes ASUCLA). When you identify a job you are interested in, you are responsible for contacting the interviewer listed for that job. You are also responsible for continuing your job search efforts until you are offered a position you find acceptable.

You will have the ability to review and print your Work-Study referral form. You are **NOT** required to print your Work-Study referral form if you plan to work with a UCLA department. Your employer must complete and submit your Work-Study referral form via the Work-Study website. However, if you plan to work for an off-campus employer (this includes ASUCLA), you will need to print out a paper version of the referral form. Your Work-Study referral form must then be completed by your employer and returned to the Work-Study Office to establish eligibility in the Work-Study program.

WHAT IS A WORK-STUDY REFERRAL FORM?

The Work-Study referral form is used to authorize your participation in the program and it indicates the amount of your Work-Study eligibility. Your Work-Study employer from whom you have accepted a Work-Study position must complete this form before you are

able to participate in the Work-Study program. The old paper version of the referral form is now available on-line via the Work-Study website and is called the “On-line Referral Form.”

I HAVE ACCEPTED A POSITION, NOW WHAT DO I DO?

If you accept an on-campus position:

- Your employer must complete and submit your Work-Study referral form via the Work-Study website.
- Your hiring department will assist you in completing University Payroll documents.

If you accept an off-campus position (this includes ASUCLA):

- Your employer must complete your Work-Study referral form in paper form once you have logged on to the Work-Study website and printed one out.
- You must present your completed referral form along with acceptable documents that establish identity and employment eligibility to the Work-Study Office in order to complete University Payroll documents. The Form I-9, Employment Eligibility Verification, lists acceptable documents that establish identity and employment eligibility.
- To access the lists of acceptable documents, to review “Special Instructions” and to view the I-9 Form, go to the following web address:
<http://www.uscis.gov/files/form/i-9.pdf>
- You must also bring a “voided” check to establish Direct Deposit (as it allows the University to deposit your earnings directly into your checking or savings account).

Note: To establish eligibility and to begin working under the Work-Study program you MUST complete all of the steps listed above for on-campus or off-campus employment.

WHEN CAN I START WORKING?

You may begin working on or after the first day of Work-Study employment, provided that your employer has submitted your Work-Study referral form and your University Payroll documents are complete. For the 2011-2012 Academic Year, the first day of Work-Study employment for quarterly students is October 1, 2011; 2011-2012 Summer term the first Work-Study day of employment is July 1, 2011.

HOW MANY HOURS CAN I WORK?

You may work up to **twenty (20)** hours per week throughout the participation period. To determine your total eligible hours for the entire academic year, divide the award amount by the hourly pay rate:

Example:

[\$2,000.00 Work-Study Eligibility] divided by [\$10.00 per hour pay rate] is equal to [200 hours of eligibility]

HOW MUCH MONEY CAN I EARN?

The Work-Study award listed on your Work-Study referral form represents the maximum amount you may earn (Federal/Employer contributions combined) under the Work-Study program during the academic year.

Students placed in a position designated by UCLA as community service may petition for an increase to their Federal Work-Study award, to a maximum of \$5,000 including their original award. Increase petitions are only granted if Work-Study funding levels permit it.

Note that your Financial Aid Notification divides your Work-Study award into thirds. Please note if you begin working after fall quarter your award will be reduced to the quarters you have remaining.

Example) If you are only working winter or spring quarter your award will be reduced to two-thirds since you will only be working two out of the three quarters.

Any portion of your award that remains unearned at the end of the academic year (June 15, 2012) will be forfeited, as it cannot be transferred to a subsequent award period.

HOW WILL I BE PAID?

If you are employed on-campus:

- Work-Study employees are paid every other Wednesday.
- Direct Deposit allows the University to deposit your earnings directly into your checking or savings account.
- When you complete your University Payroll documents and bring a “voided” check to your hiring department, you will receive an online statement each payday detailing your earnings and applicable withholdings.
- To access your On-Line Earnings Statement, please visit the “UC for Yourself” website at this address: <https://atyourserviceonline.ucop.edu/ayso/>
- Direct Deposit requires a thirty day waiting period before UCLA and your financial institution can initiate activity. Please contact payroll for any questions regarding the direct deposit website at (310) 794-8754.

If you are employed off-campus (this includes ASUCLA):

- Work-Study employees are paid every other Wednesday.
- Direct Deposit allows the University to deposit your earnings directly into your checking or savings account.
- When you complete your University Payroll documents and bring a “voided” check to the Work-Study Office, you will receive an online statement each payday detailing your earnings and applicable withholdings.
- To access your On-Line Earnings Statement, please visit the “UC for Yourself” website at this address: <https://atyourserviceonline.ucop.edu/ayso/> Direct Deposit requires a thirty day waiting period before UCLA and your financial institution

can initiate activity. Please contact payroll for any questions regarding the direct deposit website at (310) 794-8754.

- Paper paychecks, you can pick up them at the Work-Study Office, A-215 Murphy Hall only during service window hours (Service window hours are listed at the end of this guide.)
- Please bring a valid picture ID for paycheck pick-up.
- Paychecks that are not picked up for 30 days will be sent back to the payroll office

IF I CURRENTLY HAVE AN ON-CAMPUS JOB (NON-WORK-STUDY) AND I BEGIN WORKING WITH A DISTINCT EMPLOYER UNDER THE WORK-STUDY PROGRAM, WHERE DO I PICK UP MY PAYCHECK?

Your earnings from both jobs will be combined into one pay check. Since your payroll information is already entered by your non-Work-Study department, you will pick up your pay check from your non-Work-Study job.

ARE WORK-STUDY EARNINGS TAXABLE?

Work-Study earnings are considered taxable income. However, there are several factors determining the amount of your withholding including the amount earned, marital status, and allowances claimed. Depending on how you complete your W-4 form (a document included with your employment paperwork) you may be able to opt for exemption from withholding.

WILL SOCIAL SECURITY, MEDICARE, AND UNEMPLOYMENT INSURANCE BE WITHHELD FROM MY PAYCHECK?

Students employed at the University must meet both of the following criteria to maintain their exemption from Social Security taxes:

- They must be appointed less than 50% of time (not actual hours worked)
- They must carry the campus required minimum course load (6 units for undergraduates and 4 units for graduate students).

Student employees who lose their exemption because they do not satisfy both the work and course load requirements will receive two payroll deductions: one deduction for 7.5% of the paychecks to an individual account in the University's Defined Contribution Plan (DCP), as an alternative to Social Security, and another deduction for 1.45% to Medicare.

CAN I HOLD MORE THAN ONE WORK-STUDY JOB AT THE SAME TIME?

You may hold only **ONE** Work-Study job at a time. Therefore, you should select a job that provides enough hours to earn the total amount of your award.

WHAT ARE THE PROCEDURES FOR TERMINATING A JOB?

If you wish to terminate your Work-Study position during the year, your employer must complete a Termination Notice to document your last date of employment, pay rate, and total hours paid under Work-Study. A Termination Notice must be signed by your employer.

If you are currently employed on-campus:

- Your employer must submit your Termination Notice via the Work-Study website.

If you are currently employed off-campus (this includes ASUCLA):

- A Termination Notice is available on the off-campus employer website. The off-campus employer must complete, sign and submit the Termination Notice to the Work-Study Office.

Your employer may find it necessary to discharge you prior to the end of the employment period. Examples of reason for separation include:

- Your Work-Study award has been depleted;
- You are disqualified because:
 - 1) Not currently enrolled
 - 2) Withdrawn from UCLA
 - 3) Taken an approved leave of absence
 - 4) Dismissed from UCLA
 - 5) Fallen below half-time enrollment status
 - 6) Received a Scholarship
- Your work performance is unsatisfactory. The employer's work performance expectations should be clearly communicated before and during the work period. Work site rules and University policies should be applied, as necessary, when performance is unsatisfactory.

CAN I CHANGE WORK-STUDY JOBS?

In order to change jobs, you must first terminate your current Work-Study position. Your employer must complete a Termination Notice to document your last date of employment, pay rate, and total hours paid under Work-Study.

If you are currently employed on-campus:

- Your employer must submit your Termination Notice via the Work-Study website.
- You may **NOT** begin working in your new job until your new employer completes and submits a new referral form.

If you are currently employed off-campus (this includes ASUCLA):

- A Termination Notice is available on the off-campus employer website. The off-campus employer must complete, sign and submit the Termination Notice to the Work-Study Office.
- You may **NOT** begin working in your new job until your new employer completes and submits a new referral form.

Note: If your new job happens to be a **Community Service** position, please see more information on the “WHAT IS A COMMUNITY SERVICE POSITION?” and “HOW CAN I HAVE MY WORK-STUDY AWARD INCREASED FOR COMMUNITY SERVICE EMPLOYMENT” sections.

IF I DON'T USE MY ENTIRE WORK-STUDY AWARD BY JUNE, CAN I WORK IN THE SUMMER SO THAT IT GETS ALL USED UP?

After the Work-Study Program ends in mid June of each academic year, students' Work-Study awards are forfeited. If you are interested in summer Work-Study, you must follow the summer aid application procedures as described on the Financial Aid Office website (<http://www.fao.ucla.edu/>) to be considered. Note that application procedures include filing a new FAFSA by March 2nd and completing the appropriate summer program application within the prescribed deadline.

WHAT IF I ALREADY HAVE A JOB?

If you are currently employed on-campus:

- You may be able to convert your position into Work-Study.
- Your employer will need to complete your on-line Referral Form before you may begin participating under the Work-Study program.

If you are employed with a non-profit community based organization or a government agency:

- Have your employer contact the Work-Study Office at (310) 206-0446 for more information on qualifying for participation in the Work-Study Program.

WHAT IS A COMMUNITY SERVICE POSITION?

Students employed through the Work-Study program have the opportunity to work in jobs designated by UCLA as community service positions. Community service employers provide services that are designed to improve the quality of life for community residents, particularly low-income individuals, or to solve a particular problem related to their needs. Most of these positions will be with employers who are located off-campus. UCLA wishes to encourage its student to seek employment with organizations that provide community services. Students employed in community service jobs may petition for an increase to their Federal Work-Study award up to \$5,000 including the original award. Please note: All increases petitions are based on funding levels as well as student eligibility.

HOW CAN I HAVE MY WORK-STUDY AWARD INCREASED FOR COMMUNITY SERVICE EMPLOYMENT?

If you are placed in a community service position (your referral was submitted) and you are within \$500 dollars of earning your entire award you may obtain a “Community

Service Increase Petition” from the Work-Study Office. Since an increase to your Work-Study award has to remain within your overall need, a request for a Work-Study increase would reduce your eligibility for student loans. Therefore, it is important to carefully calculate the amount of the increase that you believe you will be able to earn during the academic year. An increase to your Work-Study award will first fill any unmet financial need, and then reduce your loan eligibility. Your loan eligibility will be reduced in the following order: PLUS, Stafford unsubsidized, Stafford subsidized and then Perkins. If you leave your community service position for another job, your total Work-Study award will be reduced to its original level or your academic year-to-date earnings, whichever is greater.

WHAT IS THE HIRING DEADLINE?

Students, who intend to begin working after Fall quarter, must secure a position by the hiring deadline to ensure their participation in the Work-Study program. For the 2011-2012 Academic Year, the hiring deadline is **February 1, 2012**. To meet the hiring deadline, your employer must complete and submit your Work-Study referral form.

If you will be employed on-campus:

- Your hiring department must complete and submit your referral form via the Work-Study website.

If you will be employed off-campus (this includes ASUCLA):

- Your employer must complete your Work-Study referral form in paper form once you have logged on to the Work-Study website and printed one out.
- The Work-Study referral form must then be completed by your employer and returned to the Work-Study Office to establish eligibility in the Work-Study program.

Even if you intend to begin working after the hiring deadline, you **MUST** identify a job and have the employer complete and submit your Work-Study referral form by the **February 1, 2012** hiring deadline. NO new hires will be accepted after the hiring deadline. Only Work-Study award revisions, job terminations, and changes of jobs will be processed after the hiring deadline. We recommend that you review the Work-Study Calendar of Important Dates for any changes to this date. The Work-Study job bulletin will be disabled as of the hiring deadline.

WHAT HAPPENS TO MY WORK-STUDY AWARD AFTER THE YEAR ENDS?

Your Work-Study/remaining Work-Study award would be forfeited after the Work-Study program ended.

I’VE BEEN ON WORK-WORK-STUDY FOR A FEW MONTHS BUT WHY DOES MY URSA NOT SHOW THAT I HAVE RECEIVED WORK-STUDY MONEY FOR THIS YEAR?

Your Work-Study earnings will not show on URSA. To double check if you get pay through Work-Study, check with your payroll personnel, the Work-Study Office or logon to the WSJB (https://www.fao.ucla.edu/wrkstd_student/) and click on your referral.

WHAT IF I DROP BELOW FULL-TIME ENROLLMENT (12 UNITS FOR UNDERGRADUATES AND 8 UNITS FOR GRADUATES)?

Work-Study requires that you must be enrolled at least half-time (6 units for undergrads; 4 units for graduates) to maintain your eligibility. Your financial aid may be affected by dropping below full time status. Therefore, you should consult the Financial Aid Office before dropping below full time status.

WHAT IF I DROP BELOW HALF-TIME ENROLLMENT (6 UNITS FOR UNDERGRADUATES AND 4 UNITS FOR GRADUATES) OR WITHDRAW FROM THE UNIVERSITY?

If you drop below half-time enrollment, you must terminate your Work-Study employment immediately by notifying your employer and the Work-Study Office. After falling below half-time status, your employer will be responsible for paying 100% of the hours worked by you. Please refer to question “WILL SOCIAL SECURITY, MEDICARE, AND UNEMPLOYMENT INSURANCE BE WITHHELD FROM MY PAYCHECK?” for more information on dropping below half-time status.

HOW DO I APPLY FOR WORK-STUDY?

To be considered for Work-Study, you must complete the **Free Application for Federal Student Aid** (FAFSA) and meet all the deadlines for supporting documentation. The **Free Application for Federal Student Aid** (FAFSA) priority-filing deadline is **March 2nd**. Once the UCLA Financial Aid Office receives your FAFSA information, you will be evaluated for financial need and a financial aid package will be determined. This package may include Federal Work-Study.

To initiate the eligibility process for Work-Study, you must first accept the Federal Work-Study award on your Electronic Financial Aid Notification (eFAN). Once the Work-Study job bulletin is enabled, you may begin to review available positions on campus and off-campus (this includes ASUCLA). If you will be employed on-campus, your hiring department must complete and submit your referral form via the Work-Study website. If you will be employed off-campus (this includes ASUCLA), your employer must complete your referral form in paper form once you have logged on to the online Work-Study website and printed one out. The Work-Study referral form must then be completed and signed by your employer and returned to the Work-Study Office to establish eligibility in the Work-Study program.

IF I DECIDE NOT TO PARTICIPATE IN THE WORK-STUDY PROGRAM THIS YEAR, WILL IT AFFECT MY ELIGIBILITY FOR THE PROGRAM NEXT YEAR?

No. Eligibility for the program is based solely on your demonstrated financial need. Each year, your eligibility for all financial assistance (including Work-Study) is determined independently from any prior period. Please note that you must file the **Free**

Application for Federal Student Aid (FAFSA) each year by the priority-filing deadline, **March 2nd** to be considered for a Work-Study funding.

INFORMATION IN THIS PUBLICATION IS SUBJECT TO CHANGE WITHOUT NOTICE, BASED ON AVAILABILITY OF FUNDS.

NON-DISCRIMINATION STATEMENT UCLA, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, does not discriminate on the basis of race, creed, color, national origin, mental and physical handicap, age, sexual orientation or sex in any of its policies, practices or procedures. This includes, but is not limited to admissions, employment, financial aid, educational services, programs and activities.

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.