

Guide to Time Records



Time Record Etiquette

The Federal Work-Study Program pays a portion of a Work-Study participant's wages while the hiring department pays the balance. A Work-Study employee may be paid under the Work-Study Program, as long as the department submits an On-Line Referral Form and University Payroll documents are complete.

RECORDS AND FINANCIAL INFORMATION FOR WORK-STUDY TIME RECORDS

- In accordance with Title IV regulations which govern the Federal Student Aid Programs, employers participating in the Federal Work-Study Program are required to retain all payroll related documents for three (3) Years.
- The Work-Study Office may require Work-Study employers to provide copies of Work-Study Time Records at random to monitor accuracy of record keeping, and to ensure compliance of federal guidelines with regard to Work-Study Program reviews conducted by the U.S. Department of Education.
- Paychecks and On-Line Earnings Statements for Work-Study employees are issued through the University Payroll System on a bi-weekly basis.
- Erasures, write-overs, or any alterations to a Work-Study Time Record must be initialed by departmental personnel authorized to approve time for Work-Study student employees.

FORMAT FOR WORK-STUDY TIME RECORDS

A Work-Study employee's hours worked are recorded on a Work-Study Time Record provided that the form includes the following for both the summer and Academic Year employment periods:

- *Department name*
- *Employee name*
- *Employee ID number (student's UCLA Identification Number)*
- *Pay Period Begin Date*
- *Pay Period End Date*
- *Pay Rate*
- *"In-Out" time for morning and afternoon as applicable*
- *Hours worked each day*
- *Total hours worked each Pay Period*
- *Due Date*
- *Pay Date*
- *Signature of Work-Study employee*
- *Signature of Authorized Work-Study departmental personnel*

TERMINATION OF UNIVERSITY EMPLOYMENT

Upon knowledge of termination of employment, either initiated by the department or by the student, the department must attain the following required documents in order to comply with Work-Study program guidelines and the California Wage & Labor Code:

- *A completed Termination Notice*
- *Any outstanding Work-Study Time Records*
- *Process final time record in accordance with the California Wage & Labor Code (http://www.dir.ca.gov/dlse/FAO_Paydays.htm#PageTop)*

Note: Remember to copy the Central Payroll Office on the PAN notification requesting a "Rush" check to be issued to the employee

WORK-STUDY ALLOWANCE

Departments will be charged 100% of all wages earned in excess of a student's eligibility, therefore, it is the department's responsibility to track a Work-Study employee's earnings. Work-Study employees are permitted to work a maximum of 20 hours per week during the summer and Academic Year. The Work-Study Office will monitor departments that charge the Work-Study Program in excess of the 20 hour per week allowance. Departments will be notified to have all excess hours charged back to their Full Accounting Unit at 100%.