

Graduate Work-Study Program



Contents

Obtaining Graduate Division approval for the Job Description	3
On-Campus Departmental Work-Study Agreement	3
Posting a Job Description Online	4
Off-Campus Employers	7
Matching Requirements	7
Employment Conditions and Limitations.....	7
Student Employee Benefits.....	7
Payroll Process (EDB)	8
Work-Study Program Code Table 2014-2015	8
Contacts	8

Consult the following employer guides for instructions on:

- Hiring Procedures
- Changes to Work-Study
- Record and Financial Information

On-Campus: http://www.fao.ucla.edu/workstudy/pdf/On-Campus_Employer_Guide.pdf

Off-Campus: <http://www.fao.ucla.edu/publications/2014-2015/Off-CampusEmployerGuide.pdf>

Obtaining Graduate Division approval for the Job Description

Submit the job description directly via the Work-Study employer section:

- Log into the Work-Study employer section:
http://www.fao.ucla.edu/workstudy/employer_home.htm
- If this is your first time, please review “Tips to Writing a Winning Work-Study Program Job Requisition” : http://www.fao.ucla.edu/workstudy/pdf/JobRequisition_WritingTips.pdf
- Select “Jobs” located on the top left hand side of the employer page. On the following page, select “Add New Job” button to begin the process.
- Under “Job Type,” Select “Summer Grad Master Work-Study” or “Grad Master Work-Study for Academic Year” respectively. Please make sure to select the correct category as this will allow Graduate Division to provide their approval prior to making it available to any prospective applicant.
- Email Sherman Chew (schew@grad.ucla.edu) with a request for job review and approval along with **the job number** that is assigned at the time of entry into the work-study website (he has access to the information and will use it as an electronic submission to expedite the process).

After the job description has been approved by the Graduate Division, submit the Graduate Work-Study Program Application which is to be completed by the graduate student and hiring department to Graduate Fellowships & Financial Services. Please forward to Sherman Chew (1228 Murphy Hall). ***Do not submit this form until the job description has been approved by the Graduate Division. Applications received without a prior approval will not be reviewed and result in delayed processing.***

On-Campus Departmental Work-Study Agreement

On campus departments who wish to employ Work-Study students must execute an On-Campus Departmental Work-Study Agreement. The department may **NOT** hire any Work-Study student before its Departmental Work-Study Agreement is approved by the Work-Study Office (the student’s referral must also be submitted before employment can begin). The Agreement must be submitted to the Work-Study Office no later than 30 days prior to the specified hiring deadline. Please refer to the **Work-Study Program Calendar** for important dates.

To Establish the Agreement and Access to the online Work-Study Job Bulletin, the Departmental Work-Study Representative must:

1. Access Work-Study On-Campus employer homepage:
http://www.fao.ucla.edu/workstudy/employer_home.htm
2. Click Login button
3. Enter his/her UCLA Logon ID and password; then click Sign-in button

4. Register by filling in BOTH Departmental Work-Study Representative's and his/her Director's information as required on the page. Click Continue and complete all five steps. **Note:** The Departmental Representative and the Director must NOT be the same person.
5. Once you have completed this registration process, the Departmental Work-Study Agreement will appear. An email is sent to the Departmental Work-Study Representative's Bruin Online address to acknowledge approval to access online the Work-Study Job Bulletin.
6. Print out the Agreement.
7. Read carefully the terms and conditions stated in the Agreement. Double check and make sure Departmental Work-Study Representative's and the Director's contact information, the department name and FS Code are correct.
8. Electronically sign the Agreement. The Work-Study Office will approve your access within 3 business days.
9. Once the Work-Study Office approves the departmental agreement, the Departmental Work-Study Representative will have access to the online Work-Study Job Bulletin's homepage and all the features that are granted to on-campus employers. An email notice will be sent out to both the Departmental Representative and Director to confirm program eligibility.

The On-Campus Departmental Work-Study Agreement **MUST be renewed annually** to reestablish program eligibility. The updated Agreement is available online right (around the beginning of June). The Agreement must be submitted to the Work-Study Office **no later than thirty (30) days** prior to the specified hiring deadline. Please refer to the **Work-Study Program Calendar** for important dates.

Posting a Job Description Online

- Log into the Work-Study employer section using your Bruin Online ID/Password:
http://www.fao.ucla.edu/workstudy/employer_home.htm

Select “Jobs” to post a new position.

The screenshot shows the UCLA Student Affairs Web dashboard. The header includes the logo, navigation links (DASHBOARD, FAQ, SERVICE REQUEST), and a user profile with a Logout button. The main content area is titled 'Summary - Summer 2014' and features a navigation menu with 'Jobs' highlighted by a red arrow. Below the menu is a table with columns for Status, Jobs, and Positions, and a 'View' button for each row. To the right, there is an 'Announcements' section with a 'Minimum Wage' notice.

Status	Jobs	Positions	
Submitted	1	1	View
Filled	0	0	View
Advertised	1	1	View
Processing	0	0	View
Invalid	0	0	View

Announcements
Minimum Wage
Effective July 1, 2014 minimum wage in California is \$9.00.
5/20/2014 8:34:27 AM

Select “Add New Job” to begin entering information.

The screenshot shows the UCLA Student Affairs Web dashboard with the 'Jobs' section selected. The header is identical to the previous screenshot. The main content area is titled 'Jobs - Summer 2014' and features a navigation menu with 'Jobs' highlighted. Below the menu, there is a search bar for FSCODE with a dropdown menu showing '5300 - GRADUATE DIVIS' and a 'Search' button. Below the search bar is a table with columns for Job Number, Interviewer, Title, Pay Rate, Positions, Status, and Date Submitted. At the bottom of the page, there is an 'Add New Job' button highlighted by a red arrow.

FSCODE: 5300 - GRADUATE DIVIS

Search by FSCODE: [] - [] Search

Job Number	Interviewer	Title	Pay Rate	Positions	Status	Date Submitted
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[Add New Job](#)

Complete the template as shown below.

When posting a position, please note the following:

- Positions cannot be clerical
- Positions posted are exclusively for Graduate Students only
- For job type, select “Summer Grad Master Work-Study” for Summer positions and “Grad Master Work-Study” for academic year positions
- Positions cannot be advertised until the position is approved by the Graduate Division.

Interviewer Information

Name:	<input type="text"/>	Phone:	<input type="text"/>
Email:	<input type="text"/>	Fax:	<input type="text"/>
FSCode:	----- Please Select a FSC <input type="button" value="v"/>		

Position Information

Payroll Title:	----- Please Select a Pay <input type="button" value="v"/>		
Posting Category:	----- Select a Category --- <input type="button" value="v"/> ← Can't be clerical		
Pay Rate:	\$ <input type="text"/> * to \$ <input type="text"/>		
Hours:	<input type="text"/> to <input type="text"/>		
Available Positions:	<input type="text"/>		
Undergraduate <input type="checkbox"/>	Graduate <input type="checkbox"/>	For Summer, select "Summer Grad Master Work-Study". For Academic Year, select "Grad Master Work-Study" program.	
Summer <input checked="" type="checkbox"/>	Cannot be advertised until approved by Graduate Division		
On Campus <input type="button" value="v"/>	Job Type <input type="button" value="v"/>	Advertise <input type="button" value="v"/>	<input type="button" value="v"/>
Yes	Summer Grad Master W	Yes	

Position Details

Location:	<input type="text"/>
Description:	<div style="border: 1px solid #ccc; height: 150px;"></div>
Qualifications:	<div style="border: 1px solid #ccc; height: 150px;"></div>

Press "Add Job" to submit request.

Off-Campus Employers

Students may be employed off-campus by a federal, state, or local public organization, or by public/private non-profit organizations. For more information, please refer to the Off-Campus Employer guide: <http://www.fao.ucla.edu/publications/2014-2015/Off-CampusEmployerGuide.pdf>

Matching Requirements

A department or outside agency that hires a graduate student through the Graduate Work-Study Program (GWSP) will pay a percentage of the student's total earnings (currently 30%). This share may not come from federal funding sources. The Work-Study program will pay the remaining salary difference (70%). The matching requirement is determined by the federal government and UCLA, and *is subject to change* depending on the availability of funds.

Departments are billed for their share of earnings through the University Payroll Office. 30% of expenses will be indicated on the departmental full accounting unit on the Expense Distribution Report (PPP530). The departmental account will also be linked to the current year federal work-study fund and will list the remaining expenses.

Employment Conditions and Limitations

- The pay rate must be reasonable according to the type of work performed. The rate is determined in accordance with the university pay scales and **not based on the award amount**. For detailed rate information, please visit the Campus Human Resources' website at: www.chr.ucla.edu or Graduate Division website at: <https://grad.ucla.edu/gss/appm/appmintro.htm> for ASE/GSR pay rates.
- GSR and ASE titles can be used. Appointments under these titles at 25% or above but no higher than 50% time are eligible for remission benefits. These benefits are paid at 100% by the hiring department via an Awards Transmittal (Form 10) or by providing Graduate Division with a remission roster and a Full Accounting Unit (FAU) to charge the total amount.
- A student may only hold one Work-Study position per term.
- The department is responsible for reconciling the General Ledger (FS0100) which shows departmental charges. Any discrepancies or corrections should be reported to the Work-Study Office.

Student Employee Benefits

- Covered by the University's Worker's Compensation policy
- **Remissions:** Must meet remission eligibility and cannot be covered by federal work-study funds. Departments must cover the cost of these at 100%. For remission eligibility see: <https://grad.ucla.edu/gss/appm/aapmanual.pdf>

Payroll Process (EDB)

New Hires: http://www.fao.ucla.edu/workstudy/pdf/EDB_NewHire_Guide.pdf

Rehires: http://www.fao.ucla.edu/workstudy/pdf/EDB_ReHire_Guide.pdf

Work-Study Program Code Table 2014-2015

WORK-STUDY PROGRAM	WSP CODE ACADEMIC YEAR	WSP CODE SUMMER	WS FUND NUMBER
GRADUATE (70/30)	B	E	23474
GRADUATE (50/50)	F	H	23472

Work-Study program fund numbers are listed above to facilitate the review of payroll expense distribution reports (since these fund numbers change from one year to the next). These fund numbers must NOT be used by the department to process any type of EDB/payroll transaction including setting up a participant's distribution, processing a payroll payment and/or adjustment.

Contacts

Brianne Compton - Financial Aid and Scholarships, (310) 206-0454, bcompton@saonet.ucla.edu

Sherman Chew - Fellowships & Financial Services, (310) 825-1025, schew@grad.ucla.edu