

Dear Payroll/Personnel System Users:

The Office of Financial Aid & Scholarships would like to share the information below regarding the federal work-study (FWS) award program. If you have any questions or comments, please see the contact information in the final paragraph.

The first day that academic year 2009-2010 FWS awards may be used is **9/21/09** and the last day awards may be used is **6/12/10**. The 2009-2010 FWS appointments and distributions can be input in PPS on the first day of the 2009 fall quarter, which is September 21, 2009. If you prefer, you may update PPS with the FWS appointment and distribution, but the system will not allow you to input the "F" code in the WSP field until on or after 9/21/09. Please keep in mind that when you extend an existing appointment line, you will need to end the current non-work-study distribution line and create a separate distribution line that captures the allowable time frame for which work-study funds may be used during the 2009-2010 academic year. Do not simply extend a summer employment distribution and add the FWS code to the WSP field.

The work-study fund number that should be linked to the department account numbers is **23492** for academic year 2009-2010.

The work-study program codes we will be using for 2009-2010 are

F (Federal Work-Study)

A (America Reads)

G (Graduate Student)

The appropriate code should be input in the WSP field on the distribution line in PPS.

The splits are as follows:

F - 25% department fund, 75% work-study fund (federal work-study)

A - 100% on the work-study fund (America Reads)

G - 25% department fund, 75% work-study fund (federal work-study)

Beginning on 8/10/09 you can verify on the **IFNW screen in PPS** the 2009-2010 FWS awards for continuing student employees. For new hire FWS employees, the award information in the IFNW screen will be updated usually within about 3 workdays after you have input the initial hire in PPS.

The FWS administrative surcharge is 15%. The FWS surcharge is reflected on your monthly Detail General Ledger, FSO100. It is a separate line entry under sub 03, object code 7205, with transaction description "WK STDY SURCHARGE". The 15%

surcharge is calculated on the work-study employee's gross earnings for that ledger month.

PLEASE NOTE: The work-study fund for the 2008-2009 academic year has now been closed. No further FWS payroll transactions or corrections can be made for last academic year. All FWS payroll reporting and corrections must adhere to the fiscal closing deadlines. If there are FWS employees who have not been paid or who have errors in their payroll, they must be paid 100% on your unit's funding, NOT on the 2008-2009 federal work-study fund (23490).

REMINDER: Payroll Expense Transfers (EDTS or EDTM transactions in PPS; sometimes referred to as UPAYs) are NOT to be used to make corrections to federal work-study payroll transactions. Nor are they to be used to transfer expenses directly to the work-study fund. When corrections need to be made to FWS payroll transactions, ALWAYS use the RX/LX method in PPS so that the automatic prorating of expenses to the work-study fund occurs appropriately.

If you have any questions or if you would like to receive a copy of the current *Work-Study Program Policies and Procedures* handout please contact Janet Nichols at 4-5339 or email nichols@uci.edu. If you have questions about using PPS to process federal work-study payroll adjustments, please contact the appropriate analyst in Payroll.

Regards,

UCI Payroll