

Appointing Work Study Students

ePAFs to appoint students with Work Study funding must use a “W” position with 75/25 split funding, as specified on the award notice. Note: Be sure to review the “period” of the work study award. Awards might be for the 9-month academic year, or for the Fall (4-month Sept thru Dec), or for the Spring semester (5-months, January thru May), or for another specified period. The award must be exhausted by or before the end of the period, which guides ePAF begin and end dates for the W-position.

PAYING WORK STUDENTS MORE THAN THE AWARD

If the department intends to pay the student more than the award during the period specified, then the additional pay should be appointed to a “T” position that is funded 100% by the department. This means that the employee will be appointed to 2 jobs: The work-study award is appointed to the W-position and the additional pay is appointed to the T-position.

Following are examples of how to appoint students paid more than the specified work study award.

Nonexempt Students (SA, GA) Paid More Than the Award

For the Work Study appointed to the W-position, divide the award by the hourly rate. If the award is \$3000 and the department sets the hourly rate to be \$8, the $3000/8 = 375$ hours that can be paid on the W-position. The W-position is funded 75/25 between work study and department FOAPs.

When the student has exhausted the 375 hours, end the W-position job and begin the T-position job. These additional hours should only be paid after the work study award is exhausted. The T-position is funded 100% from the department FOAP.

Exempt Students (TA, GPTI, RA) Paid More Than the Award

Suppose a .5 FTE GPTI will be paid \$2000 monthly (\$18000 academic year) and is awarded \$7500 for the 9-month academic year. The \$7500 award will be paid from the W-position (split funded 75/25) and the additional \$10,500 will be paid during the same period from the T-position (100% from the department). Exempt Work Study students are paid concurrently from both positions.

The GPTI salary should be split between the W-position and the T-position:

$\$7500/9^{**} = \833.33 monthly on the W-position, and $\$2000 - 833.33 = \1166.67 on the T-position

** NOTE: For Fall-only awards (Sept-Dec) divide by 4 months; for Spring-only awards (Jan-May) divide by 5 months. For Work Study awards, the Fall semester ends December 31 instead of January 15.

The FTE is split between the W-position and the T-position:

W-position: $7500/18000 = .4167$ % times .5 FTE = .21 FTE for the W-position

T-position: .5 FTE minus .21 W-Position FTE = .29 FTE for the T-position