Purpose of This Handbook

This handbook establishes the relevant policies and procedures that govern your agency’s participation in our Work-Study Program (WSP). It is an extension of the Work-Study Program Agreement signed between your agency and the University of California at Los Angeles (UCLA).

General Overview

I. The Purpose of the Work-Study Program

A. The purpose of the Work-Study Program is to encourage the part-time employment of our undergraduate and graduate students, to provide them a “positive working experience” and thereby to help them defray the cost of their education

B. To the maximum extent practicable, WSP positions should complement and reinforce a recipient’s academic and/or career goals, serve the public interest and, whenever possible, directly involve the recipient in community service activities.

II. Administrative Roles and Responsibilities

A. We, the staff of UCLA’s Financial Aid and Scholarships/Work-Study Program:
   1. Administer the Federal Work-Study Program;
   2. Advertise current job opportunities for our WSP employers by listing them on our Work-Study web-site and job binders;
      Note: Our WSP student applicants self-select the positions that interest them— we do not “place” them nor do we act as a “placement agency.”
   3. Perform the University and WSP related employment and payroll functions for the WSP students you select as employees.

B. Your agency acts as the WSP student employee’s employer and must observe all conditions set forth in this Handbook and in the Work-Study Program Agreement.

III. WSP Related Cost(s)

As a non-profit WSP employer, your agency’s “out-of-pocket” expense will be as stated below and reflected quarterly in your UCLA billing invoices:
A. Matching Share of payroll expense, assessed at 50% of the gross WSP wage earned for all programs except the Graduate work study program which is thirty percent (30%) of payroll expense.
   Note: UCLA’s WSP appropriation pays the remaining fifty percent (50%) for all programs except for the Graduate work study program which is seventy percent (70%) of payroll expense.

B. Administrative Fee, assessed at 15% (new agencies), 15% (returning agencies) and 15% (ASUCLA) of the gross WSP wage earned.

C. Misc. Charges:
   a. Worker’s Compensation
   b. Medicare
   c. Unemployment insurance

IV. The WSP Award

The student employee’s WSP Award:

A. Represents the maximum allowable gross wage that s/he may earn on Work-Study during the current academic year—of which no unearned portion may carry forward into summer or next academic year.
   a. Note: Earnings in excess of the student’s initial and/or revised WSP award become the employer’s sole responsibility at 100% cost.

B. When divided by the student’s hourly rate of pay, renders the (maximum) number of hours the student may work or continue to work on Work-Study.

C. Appears on the UCLA referral form & the students FAN (Financial Aid and Scholarship’s award letter)

D. Is subject to revision and may increase or decrease during the course of the academic year.
   a. In such event we will immediately notify your agency by way of the Work-Study Revision (form).

E. Is contingent upon the student’s continued WSP eligibility. We will immediately alert your agency if said eligibility lapses or is withdrawn. In such event, you may continue the student’s employment with your agency, but not on Work-Study.

V. The WSP Hourly Rate of Pay

Federal guidelines require that WSP recipients be paid an hourly rate of pay and that the rate:

A. Be established by the employing agency;
B. At or above the current federal minimum wage $12.00 per hour (effective July 1, 2017);
C. Meet the prevailing rate at which persons with those same:
   1. Job related skills and abilities,
   2. Education and/or experience,
   3. Level of responsibility and/or authority are paid in the local area and
   4. Without regard to or conditioned upon WSP funding—i.e., a rate at which you would pay a non-WSP student employee. Inflating or “ballooning” a WSP recipient’s pay rate is cause for immediate and permanent cancellation of your WSP Agreement.

NOTE: To change an established hourly rate of pay, your agency must submit a request to us in writing and should include:
   1. The student employee’s name, if applicable;
   2. New hourly rate; and
   3. Preferred future date.
VI. Type of Work the WSP Student Employee May and May Not Perform

A. To the maximum extent practicable, WSP positions should complement and reinforce a recipient’s academic and/or career goals, serve the public interest and, whenever possible, directly involve the recipient in community service activities.

B. Federal guidelines dictate that the work performed by WSP student employees must be in the public interest and may not:
   • Displace, supplant, or replace workers employed by the agency;
   • Impair existing contracts for services;
   • Fill vacant positions created by strikes;
   • Involve any partisan or non-partisan political activity associated with a candidate or with a contending faction or group in an election for public party office;
   • Involve employment as a political aide of any elected official;
   • Involve employment for an elected official who is not responsible for the regular administration of Federal, State, or local government;
   • Involve any lobbying on the Federal, State or local level;
   • Include employment for US Department of Education;
   • Involve the construction, operation, or maintenance of any facility used or to be used for sectarian instruction or religious worship;
   • Involve religious/sectorian instruction and/or worship;
   • Depend upon a student’s political support or party affiliation as a condition of employment;
   • Involve work that primarily benefits the members of an organization that has membership limits, such as a credit union, a fraternal or a religious order, or cooperative.

C. Your agency may wish to offer an internship or practicum—sometimes called pre-professional or career-related work experience. Regardless of your agency’s best intentions, if WSP recipients are involved, certain restrictions apply. For instance, your agency:
   1. Must pay an hourly wage to all interns performing the same job duties,
   2. May not restrict the internship to WSP recipients only; and
   3. Must observe the same restrictions listed above in terms of the type of work or service they perform in the course of their internship.
   4. WSP regulations require a detailed job description for each WSP student your agency hires.

VII. Supervisory Responsibilities

As a WSP employer, your agency must:

A. Directly supervise and regulate the services and performance of your WSP student employee(s); and

B. Provide your WSP student employee(s) verbal and written orientation about and/or explanations of:
   1. Scheduled work hours and location of work site;
   2. General working conditions, including safety and emergency procedures, standards of conduct/dress;
   3. Applicable agency policies and procedures;
   4. Job duties and responsibilities (i.e., a copy of the applicable WSP Detailed Job Requisition), including expected methods and necessary priorities for performing same;
   5. Appropriate basic, progressive and/or corrective training;
6. Brief interruptions in work schedules as rest periods, within agency guidelines and State law and without denying payment; and
7. Avenues of appeal, review and due process, within Agency guidelines, to promote a positive working experience.

C. Observe the meal period rule of the California Labor Code (Section 512): the daily hours worked cannot exceed 5 hours without a meal/rest break of at least 30 minutes, unless the students work shift ends after 6 hours. Have the student record the meal period on his/her monthly WSP Time Sheet(s) in “time-in, time-out” format.

D. Insure an environment free from all forms of harassment, exploitation and intimidation.
E. Be as flexible as possible with working hours relative to the student’s class and examination schedule.
F. Not solicit, accept or permit solicitation of any fee, commission, contribution, or gift as a condition for a student’s WSP employment.

G. Comply with the Fair Labor Standards Act of 1938, as amended, which prohibits employers from accepting voluntary services from any paid employee. Any student employed under the WSP must be paid for all hours worked.

H. Insure no recipient is denied work or subjected to different treatment on the grounds of race (including racial harassment); color; religion; marital status; national origin; ancestry; sex (including sexual harassment); sexual orientation; physical or mental disability; medical condition (cancer-related) as defined in Section 12926 of the California Government Code; status as a Vietnam-era veteran or special disabled veteran; or, within the limits imposed by law or University regulations, because of age or citizenship.


VIII. Work Performance Standards for WSP Student Employees

A. Work performance standards for WSP student employees are the same as for other regularly funded employees of your agency.

B. Your agency is not required to continue employing a student who does not meet acceptable work standards.

C. We prefer that you provide appropriate warnings, evaluations, and suggestions for improvement to assist students in their work experience. However, we realize that particular situations require an employee’s immediate termination. If immediate termination is necessary, we would appreciate a brief explanatory memo for our records.

IX. WSP Student Employment Period

The employment period for each of your WSP student employee(s)—while s/he is employed on Work-Study is:

A. Confined to the current academic year; and
B. Specifically defined by Begin and End Date on his/her Referral Form

WSP CONTRACTUAL PROCEDURES

To complete your Work-Study Program Agreement please follow the instructions listed below:

I. Work-Study Program (WSP) Agreement
Eligible Off-campus employers who wish to employ Work-Study students must execute an Off-Campus Work-Study Program Agreement. The Off Campus Employer may NOT hire any Work-Study student before its Off-Campus Work-Study Program 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 thirty (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 Employer’s Work-Study Representative must:

1. Please click on the following link: http://financialaid.ucla.edu/
2. Click “Staff & Employers” brings a menu down click on “Work Study Information.”
3. Click “Employer Logon” brings a menu down, select “Employer Logon.”
4. Enter his/her UCLA Logon (formerly known as the Bruin Online) ID and password; then click Sign-in button.
5. Once you have completed this registration process the Work-Study Program Agreement will appear. An email is sent out to the Departmental Work-Study Representative’s Bruin Online address to acknowledge approval to access online 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 Employer’s Work-Study Representative’s and the Director’s contact information.
8. Electronically sign the Agreement. The Work-Study Office will approve your access within 3 business days.
9. After the Work-Study Office approves the off-campus agreement, the Work-Study Representative will have access to the online Work-Study Job Bulletin’s homepage and all the features that are granted to the off-campus employers. An email notice will be sent out to both Departmental Representative and Director to confirm program eligibility.

Reviewing Off-campus Agreement, the Work-Study Representative must:
1. Log into the online Work-Study Job Bulletin (WSJB) and electronically resign your agreement.
2. On the homepage, click “View Agreement” (Figure 2) under the “My Documents” section to view your agreement. It is the Off-campus Employer’s responsibility to notify the Work-Study Office of any personnel change that may affect Work-Study process. A new user MUST register to obtain access to the online Work Study Employer’s site.
3. On the homepage, click “Contacts” (Figure 3) Off-campus Employer can add users to the website. It is the Off-campus Employer’s responsibility to notify the Work-Study Office of any personnel change that may affect Work-Study process. A new user MUST register to obtain access to the online Work Study Employer’s site.
Billing Information

Address Line 1: 405 Hilgard Ave
Address Line 2:  
City: Los Angeles  State: CA  Zip: 90095
Phone: 123-456-7890  Fax: 123-450-7890

Contact Information

Company Contact Information
Contact Full Name: Test Fao  Email:  
Phone: 1234567890
Contact Full Name: OFFCAMPUS EMPLOYER  Email:  
Phone: 123-456-7890
Contact Full Name: TEST NAME  Email:  
Phone: 1234567890

WS Contract and Other Documents Information

Federal Work-Study Contract Submitted: Yes
Date Submitted: 5/12/2016  Expiration Date: 5/12/2017
View Work-Study Contract
Company’s IRS Tax Exempt Statement Submitted:
Date Submitted:
Company’s Recent Federal Tax Return Submitted:
Date Submitted:
Company’s Goals and Mission (Company Brochure (optional)):
Date Submitted:

Account Information

Account Number: 111111  University ID: 222222222
Service Charge %: 5  Match Sub Code: 33333
WC Sub Code: 44444  Medicare Sub Code: 55555
UnEmp Sub Code: 66666  Access Approval Status: Approved
Department Code: Z001 - OCE - Test HOA
**Job Postings**

**Posting a Job on the Online Work-Study Job Bulletin (WSJB)**

1. Log into WSJB. On the homepage, click Jobs under the Dashboard section. Next, click on “Add New Job” (Figure 3).

2. Complete the online Job Requisition Form (Figure 4). Please make sure all data fields are filled. Upon completion, click Submit Job Requisition Form button.

3. Please submit one Job Requisition Form for each different position.
Please keep in mind that not all positions qualify as Work-Study jobs. Federal regulations and University policies must be applied during the approval process which may take up to a few business days. The Department will be notified by email either the position is approved or disapproved. In case of disapproval, an explanation is included in the email. The Work-Study Office may contact the Department for additional information and/or to request that part of the job posting to be modified in order to meet requirements. The position(s) you have submitted MUST be approved by the Work-Study Office BEFORE you may interview and/or hire any Work-Study student. The Off-campus agency is responsible for paying 100% of hours worked by the student before the position gets approved and the student is authorized to start working.

Figure 4
Student Employee Hiring Procedures

I. WSP Employment Hiring Procedures

Each WSP student employee that you hire and/or re-hire must visit the Financial Aid and Scholarships Office:

A. The student prints out hiring paperwork and needs to be completely fill-out before uploading to the Online Work-Study Job Bulletin (WSJB) for the UCLA Work Study Office to review and/or approved.

B. The student will bring hiring identification per I-9 document along with a voided check to fill out the remaining hiring paperwork.

C. Once the student(s) has completed hiring paperwork and it has been approved, the Work Study Office will give access to the employer to the online referral form (see below: Work Study Referral Form)

Note: We must re-hire returning or continuing WSP student employees each academic year and summer.

Payment of hours worked by WSP student employees before this process is complete becomes your agency’s sole responsibility at 100% cost!

Work-Study Referral Form

The Work-Study Referral Form (Figure 5) is used to authorize a student’s participation in the program. It also indicates the amount of the student’s Work-Study award. Students now can view and print out their referral forms from the online Work-Study Job Bulletin.

Figure 5

UCLA Work Study: Off Campus Handbook
Note:
The award amount listed on the Work-Study Referral Form is the student’s ENTIRE Work-Study award. This represents the total earnings opportunity for the employment period (Department contribution + Work-Study funding contribution), not the Department contribution alone.

Hiring a Work Study Student

The student contacts the hiring department directly to set up an interview. Upon deciding to hire the student, the Department MUST complete and submit the student’s Work-Study Referral Form via the online Work-Study Job Bulletin (WSJB) by the Hiring Deadline.

1. Log into the Employer’s Website. On the homepage, and click Referrals (Figure 6).

![Figure 6](Image)

2. Type in the student’s UCLA ID number and click on Search Referral (Figure 7).

![Figure 7](Image)

3. Click on Hire. Fill in the Pay Rate. Select the appropriate position from the drop-down list.
4. Click Hire once more.

After the Referral Form has been successfully submitted, the online Employer’s website generates a Hiring Notice which can be retrieved together with the student’s Referral Form. A sample of the Hiring Notice is shown below.

[Note]

- The Off-campus agency is responsible for processing and paying 100% of hours worked prior to submission of the student’s Referral Form.
- Referral Forms MUST be submitted by the hiring deadline for the employment period (summer or academic year). Please refer to the Work-Study Program Calendar. NO placement is allowed after the hiring deadline.

Payroll Procedures

I. Time Reporting System (TRS)

A. Must be submitted online on the TRS website for each student

B. Once submitted online the student must print out the timesheet and have an authorized agency representative sign off on the form. This form must be faxed to our office at 310-206-5530. This must be done by the TRS deadline for each period.

II. Daily Time Keeping

A. WSP regulations require that the WSP student employee maintain a daily time-in/time-out record of the hours s/he actually works. This record is maintained on the student’s TRS website, the student must:
1. Report hours to the nearest quarter hour; and  
   (e.g., 8:03 a.m. = 8:00 a.m.; 8:26 a.m. = 8:30 a.m.)  
2. Indicate unpaid meal breaks in “time in, time out” format; and  
   (e.g., 8:00 a.m. to 12:00 p.m.; 1:00 p.m. to 5:00 p.m.)  
3. All-time records must be turned in on time. Any late time records will be charged at 100% to the agency.

Note: Section VII. Supervisory Responsibilities, Item C of this Handbook (Page 4) defines the “meal period” rule and as set forth in the California Labor Code as well as your responsibility to it as a WSP employer with the University.

B. Your agency must:
1. Supervise and monitor a student’s work and time-keeping.  
   Note: Fraudulent reporting of a student’s time worked can be cause for cancellation of your agency’s WSP participation. And, according to federal regulations, giving false information could lead to a $10,000 fine, a prison sentence of one year, or both.

2. Secure both the student’s and supervisor’s signatures on the WSP Time Sheet(s).  
   Note: The supervisor’s signature must appear on your agency’s Signature Authorization form. If it does not so appear, we cannot honor the Time Sheet as valid and will return it to your agency for processing. In such event, your agency assumes sole responsibility for payment at 100% cost.

IV. Remaining and/or Allowable Work Hours
The WSP student employee’s remaining or allowable work hours are:

A. Based on the remaining (unearned) portion of a student’s WSP award; and  
B. Calculated as follows:
   1. Divide the unearned WSP award by the hourly rate to obtain gross remaining hours,  
   2. Round down any fractional hours to the nearest quarter-hour.

Example:
   a. The WSP employee has a total of $1,500.00.  
   b. He is paid $6.50 per hour.  
   c. He has already worked 13.25 hours, earning $86.13 in gross wage.  
      i.e., 13.25 X $6.50 = $86.13  
   d. He therefore has a remaining WSP award of $1,413.87.  
      i.e., $1,500.00 − $86.13 = $1,413.87  
   e. His remaining (allowable) work-hours are 217.51 but must be rounded down to 217.50  
      hours. i.e., $1,413.87 ÷ $6.50 = 217.51 = 217.50

C. Further restricted by his/her permissible work-hours explained in the following section.

V. Permissible Work-Hours
The WSP student employee’s permissible work hours:

A. Are governed by his/her UC Student Status as noted on his/her Referral form:
   1. Undergraduate students are allowed to work a maximum of 20 hours per week.  
   2. Graduate students are allowed to work a maximum of 20 hours per week. During specific academic quarter breaks, or periods when classes are not in session, graduate students may work more than 20 hours per week; up to a maximum of 40 hours per week.  
   3. Also limited by the student’s gross remaining WSP award.
Work-Study Employee Benefits

WSP student employees are compensated only for the hours they actually work. By Federal regulation, WSP funds may not pay for such time-based benefits as vacation, sick leave or holiday pay. Benefits granted or paid to your WSP student employee(s), become your agency’s sole responsibility at One-hundred percent (100%) cost.

I. Work Study/Payroll Definitions/Explanations
A. Current Award: The student employee’s WSP award, or portion thereof, that is committed to your agency as of the payroll period defined on the
B. Hours Reported: The hours reported on the student’s Time Sheet unless those hours exceed the student’s allowable and/or permissible work-hours for the payroll period.
C. Gross Wages Paid: Hours actually reported to UCLA’s payroll system multiplied by the student’s hourly rate.
D. Matching Share: Agency’s share of payroll expense; calculated by the percentage stipulated in your contract based on gross wages paid.
E. Admin. Fee: Agency’s Administrative Surcharge (fee); calculated by the percentage stipulated in your contract based on gross wages paid.
F. Award Funds Remaining: The amount of the student’s Current Award that remains to be earned.
G. Allowable Work- Hours Remain: The student has sufficient award funds to cover only these allowable work-hours; payment of hours worked in excess of these hours become your Agency’s sole responsibility at one-hundred percent (100%) cost.

Payment to University

I. Agency Cost Defined
By contractual agreement, your agency must advance, pay or reimburse the University for its WSP related costs of gross Work-Study wage paid to each of your Agency’s WSP student employees. This cost represents items stated on page 1 “WSP related costs.”

For example (50% matching & 10% admin fee):

A student who has a Work-Study award of $1,000.00 may earn $1,000.00 in gross WSP wage while employed on Work-Study. If s/he earns the entire $1,000.00, your agency is responsible for:
* 50% gross WSP wage paid or $500.00 in Matching Share of payroll expense; and
* 10% gross WSP wage paid or $100.00, in your agency’s Administrative Fee.
Thus, for the purposes of this example, the non-profit agency’s “out-of-pocket” expense is 60% of this student’s $1,000.00 gross wage paid, or $600.00.
II. Payment Options

To meet this financial obligation, your agency may:

- Reimburse the University within 20 days of receiving the Agency Summary statement and/or invoice.

III. Payment Procedures

Your agency must submit payment by check:

A. Made payable to the UC Regents; and
B. Further identified by indicating on the face of the check or its stub:

1. Its destination: “Attn: Work-Study” or “Attn: Work-Study Program;” and Your UCLA ID Number (e.g., 000-000-000N)

Note: We include your UCLA ID Number on your Agency Summary and invoice.

PAYMENT TO UNIVERSITY

Invoice payments should be mailed to:

UCLA Remittance Center
405 Hilgard Ave
1125 Murphy Hall Box 951432
Los Angeles, CA 90095-9000

REFUND OF AGENCY FUNDS

To request a refund of your agency funds on deposit with the University, please submit your request to us in writing on agency letterhead. Actual processing time may take up to six (6) weeks from the date the request is received in our office.

RECORD KEEPING

Your agency must maintain original and/or copies of the following documents with your auditable records for at least the standard 5-year period following the separation of your WSP student employees:

A. Student referral forms;
B. WSP Time Sheet(s) (signed by employee and supervisor);
C. Work-Study Revision(s);
D. Job Request (form(s));
E. Work-Study Student Employee Detailed Job Description(s);
F. Student Employee Performance Evaluation(s) (optional);
G. Work-Study Program Agreement(s); and
H. Signature Authorization (form(s)).
How to Contact Us

Mailing Address
UCLA Work-Study Office
405 Hilgard Ave A-129J Murphy Hall
Los Angeles, CA 90095-1435

Phone Number:
(310) 206-0454

Email Address:
Victor M Cisneros vcisneros@saonet.ucla.edu
Theda Gill Tgill@saonet.ucla.edu