



Dear Work-Study partners,

The Federal Department of Education provided new guidance to universities regarding the payment of work-study students for schools who have either fully closed or moved to on-line (distance) learning. We want to let you know how we will be working together to ensure that our students are still able to receive funds when they are no longer on campus.

#### Winter quarter

- Students who have been working during the winter quarter may be paid for SCHEDULED hours even if they did not work due to the campus closure. Federal regulations require that the employer still provide their share (50% for Federal work-study, 30% for Grad Masters). It will be up to the individual department/employer to determine whether they wish to pay students who are not actually working. If the employer elects to pay their student(s) for scheduled hours, the student would submit their timesheet in the regular manner every two weeks, until their work-study award balance is exhausted.

#### Spring quarter

- Students are allowed to telecommute if the employer allows it. A telecommute agreement should be put in place with hours specified and with proper supervision of the student employee.
- Students who were scheduled to return to work and have not reached their work-study limit may be paid for SCHEDULED spring term hours
  - Students must be enrolled at least half-time during Spring quarter to receive work-study funds (Federal regulations provide no lenience under the guidance)

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To reiterate, it is up to each employer/department to determine whether they wish to continue their employer/employee relationship with a work-study employee. Work-Study students can be paid for SCHEDULED hours even if they do not complete work. The employer is still required to provide their share of the student's salary.

Due to our limited funding, we will not be providing any increases in work-study limits for students for this academic year. Please make sure you have reconciled your accounts and know what the student's work study limit is and how much they have earned to date. The UCPATH system will

automatically discontinue splitting to the work-study funds when a student reaches their limit and the department will be responsible for 100% of the student's salary.

If the employer wishes to pay the student Administrative Leave (Per Executive Order dated March 16, 2020), the employers will need to go back to their records to locate the hours their students worked for the specific pay periods and input them into the [Paid Administrative Leave Calculator](#). The calculator then determines the 'average' percentage appointment. It is imperative that you retain these records for audit purposes (both UC HR and UCLA Financial Aid).

Please also note that this is a fluid time. We may receive additional guidance from the Department of Education or UC Office of the President that changes the current situation. We will make certain you are informed as soon as possible of any changes.

Sincerely,

UCLA FINANCIAL AID AND SCHOLARSHIPS  
WORK-STUDY