Hiring Federal Work-Study Students in Workday
July 2023
Agenda

- FY24 FWS Overview Current State of Operations
- FWS Integrations
- HCM Set-Up and Payroll Configuration
- PCA Considerations
- Questions and Answers
• Remain on mute during session

• Use chat function for questions

• This session is being recorded
<table>
<thead>
<tr>
<th>Presenter</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dan Dick, Anita Radcliffe</td>
<td>Student Financial Services</td>
</tr>
<tr>
<td>Mandy Martin</td>
<td>Career Center</td>
</tr>
<tr>
<td>Stella Elder</td>
<td>HR Operations</td>
</tr>
<tr>
<td>Debbie Rich</td>
<td>Payroll</td>
</tr>
<tr>
<td>Karen Bayless</td>
<td>Workday Finance</td>
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FY24 FWS Overview Current State of Operations
What is Federal Workstudy?

- A federal student aid program that provides part-time employment while the student is enrolled in school to help pay education expenses.
- The student will be paid directly for the hours worked and the amount cannot exceed the total amount awarded by the school for the award year.
- The Federal Workstudy (FWS) program is an important part of our need-based financial aid award packages.
- Students who are not eligible for FWS may still work on campus in non-FWS Positions.
Federal Work-Study (FWS) at WashU

- Federal Work-Study Fund Number for FY24 is: AW00010908 / GR0029056

- Students may start working once in position
  - Ending date is May 10, 2024

- Students who withdraw/graduate cannot earn FWS funds after no longer enrolled
• Dept of ED provides funding to use for student employment

• SFS monitors spending on a student level/overall level

• As students near their award maximum, SFS can review for additional eligibility

• When a student earns within $250 of maximum award, SFS will send email to manager listed in Workday and the student
FWS Definitions

- **Federal Work-Study (FWS) Position**: A position that a Federal Work Study eligible student can be hired into. A FWS job profile must be used to identify this type of position. When active and when a FWS award balance is present in Workday for the student, the FWS earning will be engaged and will automatically split the total earnings for the position 70% to the FWS grant and 30% to the position’s default cost center. Students can have more than one position in Workday and can have both non-FWS and FWS positions at the same time.

- **Federal Work-Study (FWS) Job Profile**: Job profile that is specifically configured to allow the FWS payroll earning to be used when a FWS balance also exists for the student in Workday.

- **Federal Work-Study Eligibility**: Whether a student is eligible to be paid using Federal Work Study money. This attribute is stored in PowerFAIDS and is fed over daily to Workday where it sits on the External Student Record.
<table>
<thead>
<tr>
<th>Integration Name</th>
<th>Description</th>
<th>Run Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT083 (SIS information and Danforth Work Study Eligibility)</td>
<td>Feeds in data that populates the External Student Record. Feeds in Work Study eligibility for Danforth students.</td>
<td>Daily, 10pm</td>
</tr>
<tr>
<td>*INT183 (Med School Work Study Eligibility)</td>
<td>Feeds in Work Study eligibility for Med School students.</td>
<td>Daily, 7am</td>
</tr>
<tr>
<td>INT012 (Danforth Inbound Awards)</td>
<td>Feeds in Work Study award limits for Danforth students. Award limit is for the entire year (not by semester).</td>
<td>Saturdays, 10am</td>
</tr>
<tr>
<td>INT532 (Med School Inbound Awards)</td>
<td>Feeds in Work Study award limits for Med School students. Award limit is for the entire year (not by semester).</td>
<td>Saturdays, 11am</td>
</tr>
<tr>
<td>INT182 (Danforth Outbound Earnings)</td>
<td>Feeds Work Study earnings for Danforth students into Danforth PowerFAIDS.</td>
<td>Every pay period (following close) Payroll Deadlines</td>
</tr>
<tr>
<td>INT176 (Med School Outbound Earnings)</td>
<td>Feeds Work Study earnings for Med School students into Med School PowerFAIDS.</td>
<td>Every pay period (following close) Payroll Deadlines</td>
</tr>
</tbody>
</table>
Federal Work-Study Eligibility

• Daily integrations feed in SIS data the populates the External Student object in Workday.
• Workday will only allow a student to be hired into a FWS eligible job profile if the Work-Study Eligible status on the External Student object is "Yes".
• At the end of the school year, all students are switched to "No" under WorkStudy Eligible.
• In the process of determining when it is appropriate for the next award year’s eligible students to be switched to “Yes” on the External Student object.

Departmental HR Partners/Leads can run Find External Students. From the student’s profile page view Overview>Student Information to see Work-Study Eligibility.

'Work-Study Eligible' will be loaded on or before August 1, 2023 for 2023-2024 Academic Year.

FWS Award Amounts will be loaded on or before August 25, 2023 for 2023-2024 Academic Year.
HCM Set-Up and Payroll Configuration

Workday@WashU
Open Positions are required for All FWS students.

- **Availability Date**: 8/1/2023
- **Earliest Hire Date**: 8/1/2023
- **Job Profile** must be a FWS profile
- **Worker Type** must be Employee
- **Worker Sub-Type** must be Student

You can use Create Position (need a 1 or more position(s)) or Edit Position Restrictions (have an open position, but need to change the restriction to make the job profile FWS)

![FWS HCM Position Hiring Restrictions](image)
• Cannot use grant as the default cost center
• Can use a department cost center other than unallocated payroll to avoid later PAA
• You can enter the default cost center when creating the position and update it during the hire business process
• All Federal Work-Study eligible job profiles have an "FWS" suffix in the name.
• Payroll will not recognize any job profile that doesn’t have this suffix as being eligible for the Federal Work-Study earning.
• If departments do not select a FWS job profile when hiring the student, the student will not receive any work-study earnings.
• Any hourly or monthly student that is FWS eligible must be hired into a FWS Job Profile so that their FWS balance is used.

Note: Stipend paid Employees should not be hired into FWS job profiles.
<table>
<thead>
<tr>
<th>Undergraduate Student</th>
<th>Graduate Student</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Advisor FWS</td>
<td>A&amp;S Graduate Research Assistant Hrly - FWS</td>
<td>A&amp;S Graduate Research Assistant Slry - FWS</td>
</tr>
<tr>
<td>Summer Program Participant H - FWS</td>
<td>A&amp;S Graduate Student Hrly - FWS</td>
<td>FWS - Law SRS Public Interest Intern</td>
</tr>
<tr>
<td>Undergraduate Research Assistant Hrly - FWS</td>
<td>Business Graduate Student Hrly - FWS</td>
<td>Graduate Research Assistant FWS</td>
</tr>
<tr>
<td>Undergraduate Student America Reads FWS</td>
<td>Graduate Student MSHrly - FWS</td>
<td>Graduate Student Clinical MS Slry - FWS</td>
</tr>
<tr>
<td>Undergraduate Student Campus ¥ FWS</td>
<td>Graduate Student MSHrly - FWS</td>
<td>Graduate Student Clinical MS Slry - FWS</td>
</tr>
<tr>
<td>Undergraduate Student Federal Work Study FWS</td>
<td>Graduate Teaching Assistant Hrly - FWS</td>
<td>Graduate Student MS Slry - FWS</td>
</tr>
<tr>
<td>Undergraduate Student Clinical FWS</td>
<td>Non A&amp;S Graduate Student Hrly - FWS</td>
<td>Graduate Teaching Assistant Slry - FWS</td>
</tr>
<tr>
<td>Undergraduate TA Hrly - FWS</td>
<td>Resident Advisor (Graduate) FWS</td>
<td>Non A&amp;S Graduate Student Slry - FWS</td>
</tr>
</tbody>
</table>
FWS earnings:

- **Federal Work-Study – Biweekly**: if the pay group is biweekly
- **Federal Work-Study – Monthly (not OTP)**: if the pay group is monthly AND Salary plan is used
- **Federal Work-Study – Monthly**: if the pay group is monthly and is one of the following Job Profiles.
  - Non A&S Graduate Student – Slry
  - FWS Law SRS Public Interest Intern

- **Note that this earning is specifically intended for Law School FWS students who receive Workstudy OneTime Payments.**

Distribution (based on job profile):

- **America Reads**: Earnings assigned 100% FWS Award
- **Campus Y**: Earnings assigned: 90% FWS Award / 10% default cost center on position
- **All other FWS job profiles**: Earnings assigned: 70% FWS Award / 30% default cost center on position
• Use Add Job for students who already have a job.
• Remind students to select the correct position when clocking hours.
• The FWS award balance will reflect all FWS positions.
## Assigning Current Students to Work-Study Jobs for FY24

<table>
<thead>
<tr>
<th>Action</th>
<th>Reason Code</th>
<th>Job Change</th>
<th>Data Change Correction</th>
<th>Add Job</th>
<th>Add Additional Employee Job New Assignment</th>
<th>Verify student is FWS eligible on External Student Record—If yes, No Action Needed—If no, move student to a different position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student working in same supervisory organization, will now be in FWS position</td>
<td>Job Change&gt;Transfer, Promote, or Change Job</td>
<td>Add Job</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Student working in a different supervisory organization or same supervisory organization, adding a new position</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Student is currently in correct supervisory organization, and FWS Job Profile</td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>
• In Workday
  – Once student’s FWS limit is reached payroll will automatically begin assigning the regular earning to any pay for that position.
  – The pay period that contains the spring semester end date is the last period that FWS earnings will calculate. Any outstanding award balances will be reduced to zero to stop the FWS earnings from calculation.

• In order to facilitate accuracy of data, it is recommended that students be moved out of FWS positions once the FWS balance is reached or the day following the end of the semester. However, this is not required for earnings to be assigned correctly.
Managing Students that Graduate or are No Longer Enrolled

Requirements for Students that graduate and will not continue working
• Termination-do not have to close this position. You can use it when you hire FWS students the next academic year.

Requirements for Students that will remain working
• Must be moved to a different Position that is not a Work-study Job Profile (Do not use Edit Position Restrictions on current position)
• Worker Type is Employee
• Worker Subtype is Staff

<table>
<thead>
<tr>
<th>Student working in same supervisory organization</th>
<th>Student working in a different supervisory organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
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</tr>
<tr>
<td>Job Change&gt;Transfer, Promote, or Change Job</td>
<td>Job Change&gt;Transfer, Promote, or Change Job</td>
</tr>
<tr>
<td>Reason Code</td>
<td>Reason Code</td>
</tr>
<tr>
<td>Promotion/No Vacancy/Additional Responsibility</td>
<td>Transfer and Promotion</td>
</tr>
</tbody>
</table>

*Note:* This does not include students that are taking classes to complete a degree, but have walked in Commencement.
Work-Study Balance Monitoring

• Use RPT6994WU - Federal Work Study Award Balance (Fiscal Year) by Pay Per Period to effectively monitor student’s work-study balance.

• No action should be required on account of the output of this report, rather this report can be used to estimate when a student will hit their FWS limit and begin getting assigned the regular earning.

• If there is a student that has been hired into the FWS position that is not appearing on this report, check the below on the next Monday to allow Inbound Integrations to occur:
  – Double check they are in a FWS Job Profile
  – Ensure that payroll has calculated since the student has been hired and had time approved.
    • It is important to note timing here. In the three days leading up to the payroll close, any new FWS job entry completed will not show up with FWS earnings because the award amount wouldn’t be fed in again until the next weekend. In most cases, the earnings should revert to FWS in the next retro calc following that Saturday inbound award run.
  – If the above are true, submit a SNOW ticket for the WST team

• If a student is hired retroactively, assuming all HCM entries are done accurately, the eligible earning from previous pay periods will be assigned to the FWS earnings. Use RPT 5962 to confirm. In rare cases, a Payroll Accounting Adjustment may be needed. Contact the WST prior to initiating a Payroll Accounting Adjustment.
Payroll Costing Allocation Considerations
FWS Earning and Costing Allocations

FWS Earning Rules:
If…
1. A FWS job profile is assigned to the position and;
2. The FWS Balance is >0…
3. A PCA at the Worker Position Earning level (designating Federal-Work-Study) does NOT exist

Then… 70% of student’s pay will charge the FWS award and 30% of the pay will charge the position’s default cost center.

If…
1. A FWS job profile is assigned to the position and;
2. The FWS Balance is >0…
3. A PCA at the Worker Position Earning level (designating Federal-Work-Study) does exist

Then… the earnings will follow what the Worker Position Earning level designates

No PCA on Position:
• 70% of student’s pay will charge the FWS award and 30% of the pay will charge the position’s default cost center.
It is recommended to set up a Worker Position level PCA on FWS positions that lists the department cost center(s) that will fund the earnings once the FWS award limit for the student has been reached.

- This reduces the need to do a PAAlater.
• Add an Earning Specific PCA for FWS workers
• Add a Worker-Position PCA for all FWS workers
• Monitor FWS award balances on a monthly basis
• Move FWS students to a non FWS position after FWS funds are exhausted if the student will continue working
• Move FWS students to a non FWS position the day after the end of the spring semester year if the student will continue working
  – The student can remain as a student subtype if enrollment will continue, or move to staff if there is no future enrollment planned
Wrap Up
FWS Best Practices

• Ask Students if they are Federal Work-Study Eligible
• Search for every student in the Find External Student Report—View Work-Study Eligibility—Hire or Add Job from here.
• Move students to a non FWS Job Profile if the following are true*
  – FWS funds are exhausted
  – The student is no longer a student

* Note: While it is accurate that FWS earnings will not accrue under the above situations, the worker type data is not accurate for other reporting needs at the University
- Inbound FWS award integrations will only feed in award limits from PowerFAIDS into Workday as payroll inputs if the student is assigned a FWS job profile.
- Keep in mind the cadence at which integrations are running.
- Students can see Work-study balance through Financial Aid.
- Students can see FWS payments on payslips.
- If the student will no longer be working in a FWS capacity, use Change Job>Data Change to change the Job Profile.
- As with all jobs, if a student is no longer working, the job should be ended or the employee should be terminated.
Questions and Answers
https://workday.wustl.edu/
Students in Workday Reference Guide
Payroll Costing Allocations Reference Guide
Assign Costing Allocations Tutorial
Create Position Tutorial
Work Study (financialaid.wustl.edu)
workstudy@wustl.edu
• **Federal Work-Study Award Limit:** The annual amount allocated to a student who is eligible for Federal Work-Study. This award limit relates to the total amount that can be exhausted using the Federal Work-Study earning. This limit includes both the 70% charged to the FWS award and the 30% charged to the department account.

• **Federal Work-Study Earning:** The earning configured in Workday that will be used when, 1. a student is hired into a FWS job profile and, 2. the student has an award balance greater than 0.

• **Federal Work-Study Balance:** The remaining balance a student has available to use for FWS. In other words, the Work-Study Award Limit less any earnings that have been assigned to the Federal Work-Study earning for the award year.

• **Pay Input:** Mechanism in Workday payroll used to house the FWS Award Limit. Workday references this limit when payroll calculates and will deplete the FWS Balance accordingly.

• **Payroll Costing Allocation (PCAs):** Specifies how employee earnings are allocated to organizations (e.g. cost centers, grants, etc.). PCAs use percentages to allocate portions of earnings across multiple organizations when needed.