



Workday@WashU

Hiring Federal Work-Study Students in Workday

July 2023





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Agenda

- ❖ FY24 FWS Overview Current State of Operations
- ❖ FWS Integrations
- ❖ HCMSet-Up and Payroll Configuration
- ❖ PCAConsiderations
- ❖ Questions and Answers





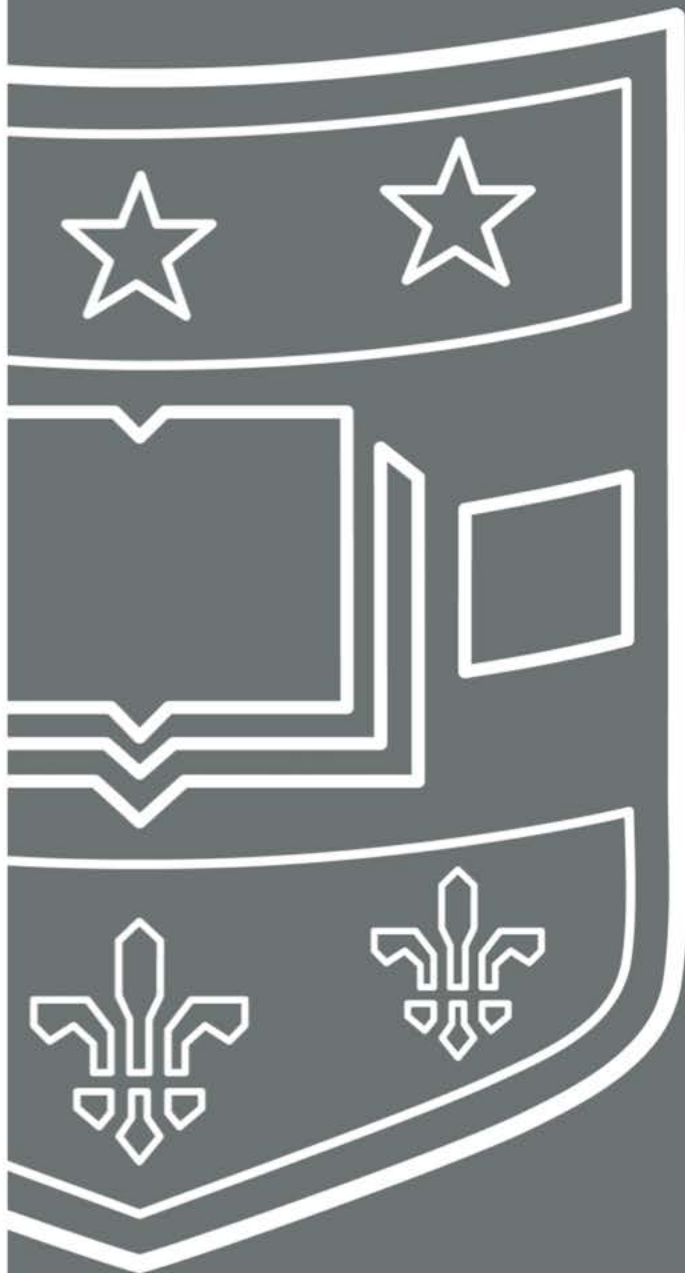
- Remain on mute during session
- Use chat function for questions
- This session is being recorded



FWS Presentation Group

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Presenter	Department
Dan Dick, Anita Radcliffe	Student Financial Services
Mandy Martin	Career Center
Stella Elder	HR Operations
Debbie Rich	Payroll
Karen Bayless	Workday Finance



FY24 FWS Overview Current State of Operations

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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 Work Study (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.



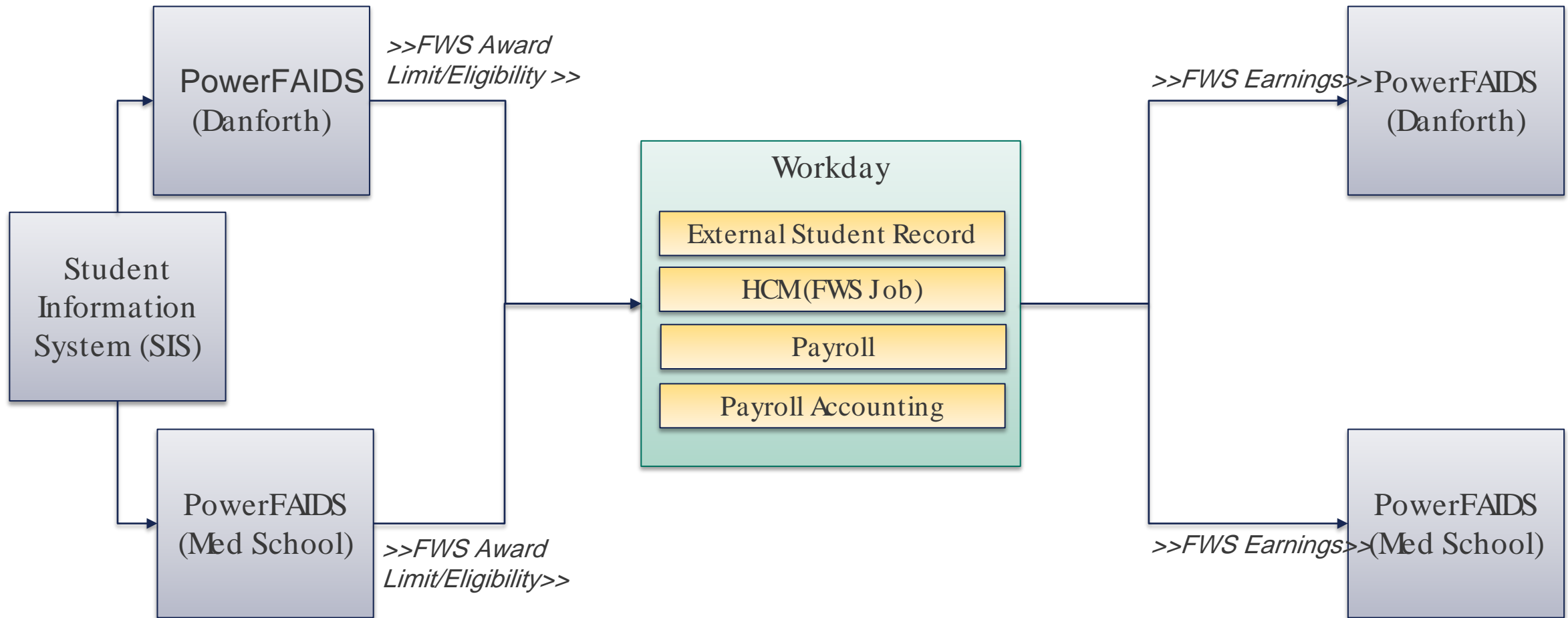
- Federal WorkStudy Fund Number for FY24 is:
AW00010908 / GR0029056
- Students may start working once in position
 - Ending date is May 10, 2024
- Students who withdraw/graduate cannot earn FWS funds after no longer enrolled



- 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



High-Level Process





- **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.



FWS Integrations-Begins August 2023

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Integration Name	Description	Run Schedule
INT083 (SIS information and Danforth Work Study Eligibility)	Feeds in data that populates the External Student Record. Feeds in WorkStudy eligibility for Danforth students.	Daily, 10pm
*INT183 (Med School Work Study Eligibility)	Feeds in WorkStudy eligibility for Med School students.	Daily, 7am
INT012 (Danforth Inbound Awards)	Feeds in WorkStudy award limits for Danforth students. Award limit is for the entire year (not by semester).	Saturdays, 10am
INT532 (Med School Inbound Awards)	Feeds in WorkStudy award limits for Med School students. Award limit is for the entire year (not by semester).	Saturdays, 11am
INT182 (Danforth Outbound Earnings)	Feeds WorkStudy earnings for Danforth students into Danforth PowerFAIDS.	Every pay period (following close) Payroll Deadlines
INT176 (Med School Outbound Earnings)	Feeds WorkStudy earnings for Med School students into Med School PowerFAIDS.	Every pay period (following close) Payroll Deadlines



Find External Student

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Federal Work-Study Eligibility

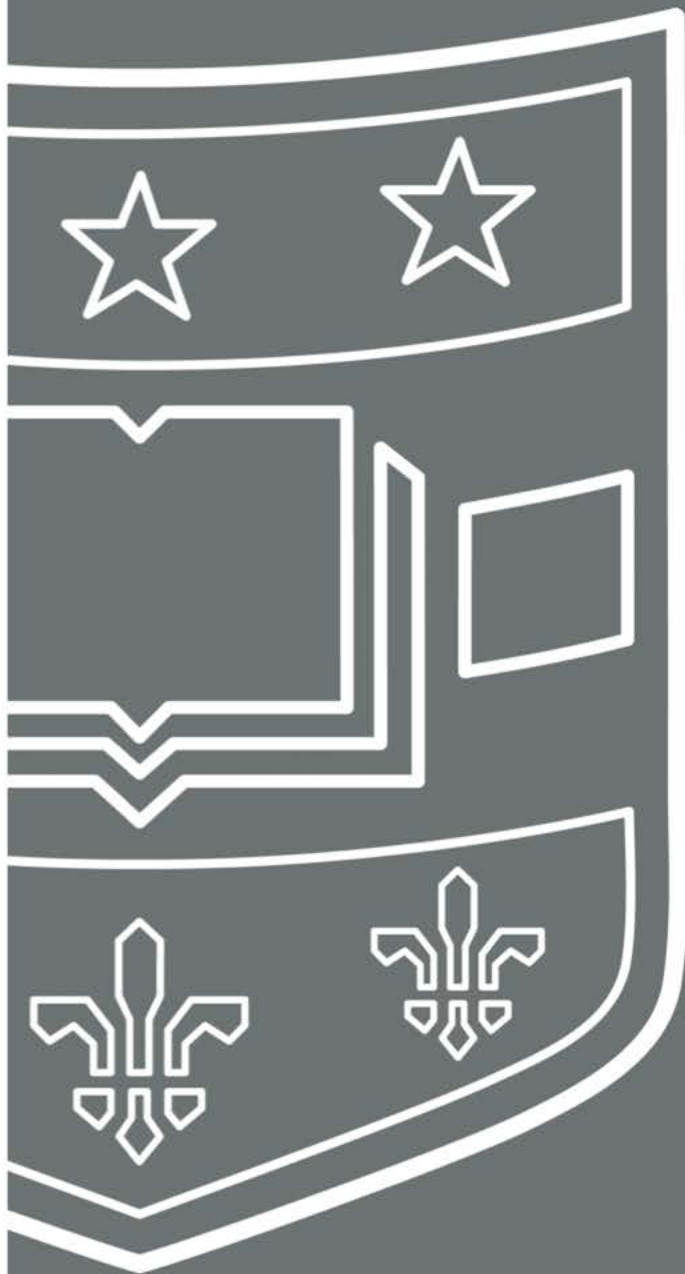
- Daily integrations feed in SIS data the populates the **External Student** object in Workday.
- Workday will only allow a student to be hired into a FWS eligible job profile if the **Work-Study Eligible** status on the External Student object is **Yes**.
- At the end of the school year, all students are switched **No** under Work-Study 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.

Student Information	
Last Updated	02/07/2022, 8:25 PM PST
Do Not Release Directory Information	No
Student ID	
Active	Yes
Academic Unit	AU100018 - McKelvey School of Engineering
Academic Level	Undergraduate
Load Status	Full-time
Work-Study Eligible	Yes



HCM Set-Up and Payroll Configuration

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FWS HCM Position Hiring Restrictions

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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 restrictions to make the job profile FWS)

The screenshot shows the 'Create Position' form in Workday HCM. The form is for a position under the 'Supervisory Organization' A&S-Psychological & Brain Sciences-Barch group (Barch, Deanna) (SUP105228). The 'Position Request Reason' is 'Create Position > Not Grant Funded - Single Funding Source > Budgeted'. The 'Job Posting Title' is 'Undergraduate FWS' and the 'Number of Positions' is '1'. A yellow arrow points to these fields with the text 'Can create more than 1 if they share all the same attributes'. The 'Hiring Restrictions' tab is selected, showing 'Availability Date' as 07/01/2022, 'Earliest Hire Date' as 08/01/2022, 'Job Profile' as 'Undergraduate Student - Federal Work Study - FWS', 'Job Description Summary' as an empty text area, and 'Job Description' as a rich text editor. The 'Location' is 'Somers Family Hall', 'Time Type' is 'Part time', 'Worker Type' is 'Employee', and 'Worker Sub-Type' is 'Student'. A yellow arrow points to the 'Worker Sub-Type' field with the text 'Must be student'. At the bottom, there are buttons for 'Submit', 'Save for Later', and 'Cancel'.

Supervisory Organization A&S-Psychological & Brain Sciences-Barch group (Barch, Deanna) (SUP105228)

Position Request Reason Create Position > Not Grant Funded - Single Funding Source > Budgeted

? Job Posting Title * Undergraduate FWS

Number of Positions * 1

Can create more than 1 if they share all the same attributes

Hiring Restrictions Qualifications

Availability Date * 07/01/2022

Earliest Hire Date * 08/01/2022

? Job Profile * Undergraduate Student - Federal Work Study - FWS

Job Description Summary

? Job Description Format **B** **I** **U** **A** **¶** **🔗**

Location * Somers Family Hall

Time Type ? * Part time

Worker Type * Employee

Worker Sub-Type ? * Student

Must be student

Submit Save for Later Cancel



- 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

The screenshot shows the 'Details' and 'Organizations' sections of a Workday form. The 'Details' section includes 'Effective Date' (07/01/2022) and 'Supervisory Organization' (A&S-Psychological & Brain Sciences-Barch group (Barch, Deanna) (SUP105228)). The 'Organizations' section includes 'Company' (CP00001 Washington University in St Louis) and 'Cost Center' (with an 'Edit' button). A large yellow arrow points from the right towards the 'Cost Center' field, with the text 'Update the Default Cost Center here.' inside the arrow.

Details	
Effective Date *	07/01/2022
Supervisory Organization	A&S-Psychological & Brain Sciences-Barch group (Barch, Deanna) (SUP105228)

Organizations	
Company *	CP00001 Washington University in St Louis
Cost Center *	<input type="text"/> Edit
Region	<input type="text"/>



FWS HCM Work-Study Eligible Job Profiles

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- 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.

The screenshot shows the 'Job Details' page in Workday. The 'Job Profile' field is highlighted with a yellow arrow, indicating it is the correct profile for FWS eligibility. The page also shows other details like Supervisory Organization, Position, Business Title, Job Family, Employee Type, Time Type, FTE, Location, Work Space, Hire Date, Original Hire Date, Continuous Service Date, Length of Service, and Time in Position.

Job Details	
Employee ID	[Redacted]
Supervisory Organization	Washington University in St. Louis (Martin, Andrew D.) (SUP104992) >> OT - Research (Knarr, Sarah Emelia) (SUP387423)
Position	P100064546 Graduate Student MS - Hrly - FWS
Business Title	GS-Res-SK-F
Job Profile	Graduate Student MS - Hrly - FWS
Job Family	Student > Graduate Student
Employee Type	Student
Time Type	Part time
FTE	0.00%
Location	4480 Clayton
Work Space	4480 Clayton > 4480 CLYTN, Floor: 01 > 4480 CLYTN, Room 01230E
Hire Date	09/01/2020
Original Hire Date	09/01/2020
Continuous Service Date	(empty)
Length of Service	1 year(s), 8 month(s), 1 day(s)
Time in Position	1 year(s), 8 month(s), 1 day(s)



FWS Job Profiles

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Hourly		Salary
Undergraduate Student	Graduate Student	Graduate Student
Resident Advisor FWS	A&S Graduate Research AssistantHrly - FWS	A&S Graduate Research AssistantSlry - FWS
Summer Program ParticipantH - FWS	A&S Graduate StudentHrly - FWS	FWS Law SRS Public Interest Intern
Undergraduate Research AssistantHrly - FWS	Business Graduate StudentFWS	Graduate Research AssistantFWS
Undergraduate Student America ReadsFWS	Graduate Student Hrly - FWS	Graduate Student Slry - FWS
Undergraduate Student Campus Y FWS	Graduate Student MSHrly - FWS	Graduate Student ClinicalMS- Slry - FWS
Undergraduate Student Federal Work Study FWS	Graduate Teaching AssistantHrly - FWS	Graduate Student MSSlry - FWS
Undergraduate Student ClinicalFWS	Non A&S Graduate StudentHrly - FWS	Graduate Teaching AssistantSlry - FWS
Undergraduate TA Hrly - FWS	Resident Advisor (Graduate)FWS	Non A&S Graduate StudentSlry - FWS



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
 - 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 Year**: 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



Additional Considerations for Students

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- 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.

Q find external students

Hire Student Stamp, Georgina

Last Updated 07/11/2022, 9:26 AM PDT

Student ID700010

Academic LevelUndergraduate

Work-Study EligibleYes

Academic UnitArts & Scienc

Class Standing(empty)

Load StatusFull-time

Expected Graduation Date05/20/2022

All Jobs

2 items

Hire Date	End Employment Date	Position	Organization	Manager	Loc
08/01/2022		P100097727 Undergraduate Student - Federal Work Study - FWS (Position Fill:08/01/2022,Stamp, Georgina)			
08/01/2022		P100097728 Undergraduate Student - Federal Work Study - FWS (Position Fill:08/01/2022,Stamp, Georgina)			

Add Job



Assigning Current Students to Work-Study Jobs for FY24

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	Student working in same supervisory organization, will now be in FWS position	Student working in a different supervisory organization or same supervisory organization, adding a new position	Student is currently in correct supervisory organization, and FWS Job Profile
Action	Job Change>Transfer, Promote, or Change Job	Add Job	Verify student is FWS eligible on External Student Record —If yes, No Action Needed —If no, move student to a different position
Reason Code	Data Change Correction	Add Additional Employee Job>New Assignment	



- 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

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Requirements for Students that graduate and will not continue working

- Termination-do not have to close this positionYou 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 Workday Job Profile.(Do not use Edit Position Restrictions on current position)
- Worker Type is Employee
- Worker Subtype is Staff

	Student working in same supervisory organization	Student working in a different supervisory organization
Action	Job Change>Transfer, Promote, or Change Job	Job Change>Transfer, Promote, or Change Job
Reason Code	Promotion/No Vacancy/Additional Responsibility	Transfer and Promotion

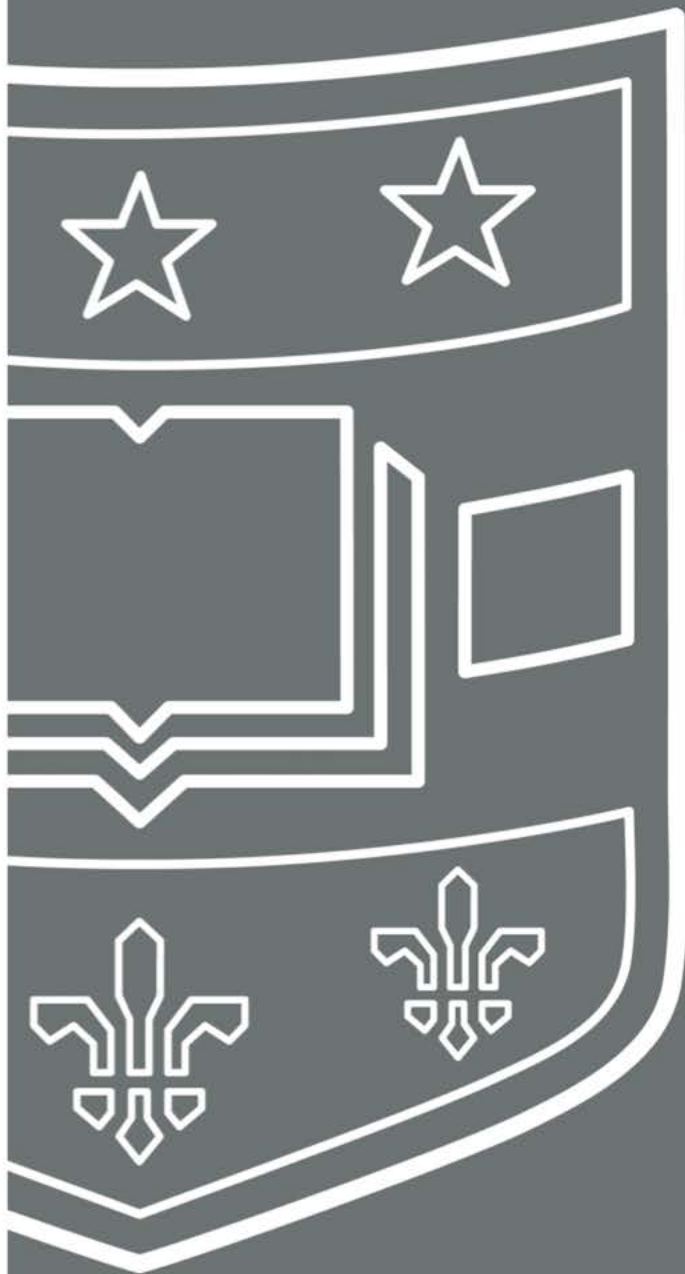
Note: This does not include students that are taking classes to complete a degree, but have walked in Commencement.



Work-Study Balance Monitoring

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- Use RPT6994WU- Federal WorkStudy Award Balance (Fiscal Year) by Pay Period Dept HR Partner to effectively monitor student's workstudy 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

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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-~~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-~~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



FWS Position Costing Allocations (PCAs)

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Worker-Position Level PCA on Position:

- The FWS award should ~~never~~ be listed on a Worker-Position level PCA. There will be a validation added to prevent this from occurring.

Stamp, Georgina

Undergraduate Student - Federal Work Study - FWS (+)

Actions

Email

Summary

Overview

Job

Compensation

Pay

Time Off

Personal

Job Details All Positions & Jobs Manager History Management Chain **Organizations** Additional Data

Member of These Organizations 20 items

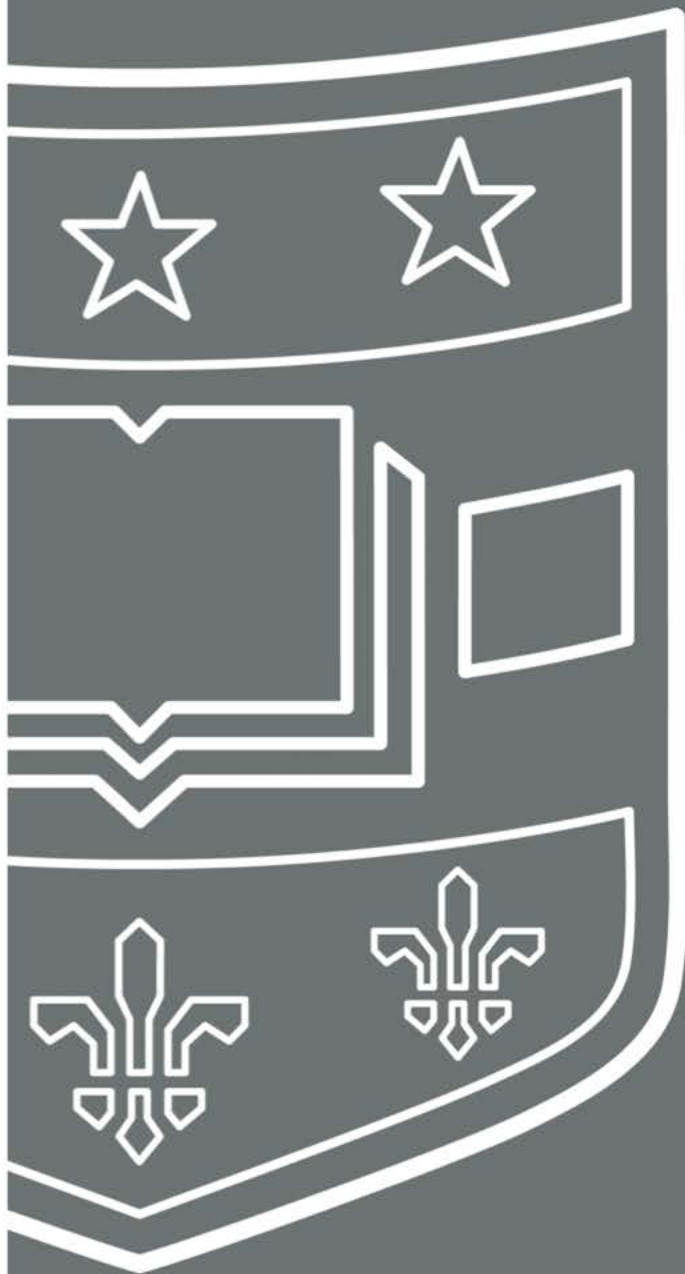
Organization	Organization Type
BU00245 Department of Neurology Reserves	Business Unit
BX00033 Department of Neurology	Business Unit Hierarchy
CP00001 Washington University in St Louis	Company
WashU Payroll Banking	Company Hierarchy
CX00002 Washington University in St. Louis	Company Hierarchy
CC0004794 Neurology - Adult Neurology - Neruo Psych - 4444 clinic	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 PAA later



- 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

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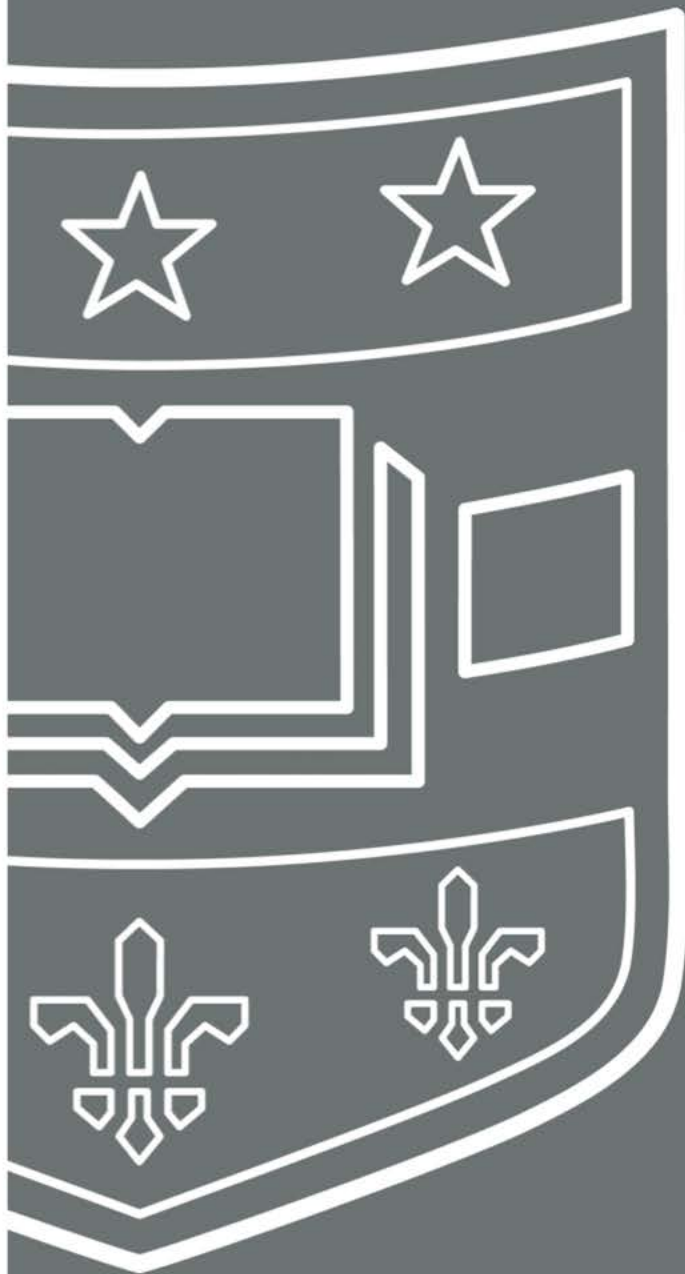


- Ask Students if they are Federal Work-Study Eligible
- Search for every student in the Find External Student Report/
Work-Study Eligibility—Hire or Add Job from here.
- Move students to a non FWS Job Profile if the following are true*
 - FWS funds are exhausted
 - The student is no longer a student

* 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

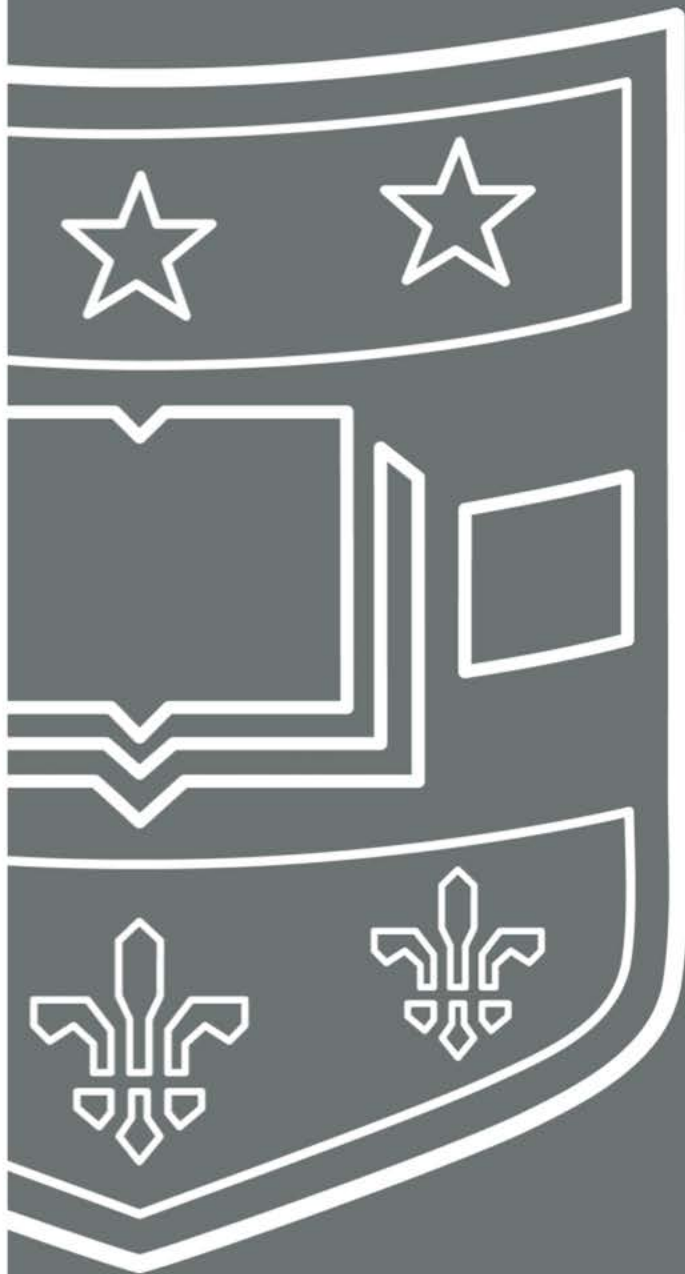


- Inbound FWS award integrations will only feed in award limits from PowerFAIDS into Workday as payroll inputs if the student is assigned a FWS job profile.
- Keep in mind the cadence at which integrations are running.
- Students can see Work-study balance through Financial Aid.
- Students can see FWS 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

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References



<https://workday.wustl.edu/>

[Students in Workday Reference Guide](#)

[Payroll Costing Allocations Reference Guide](#)

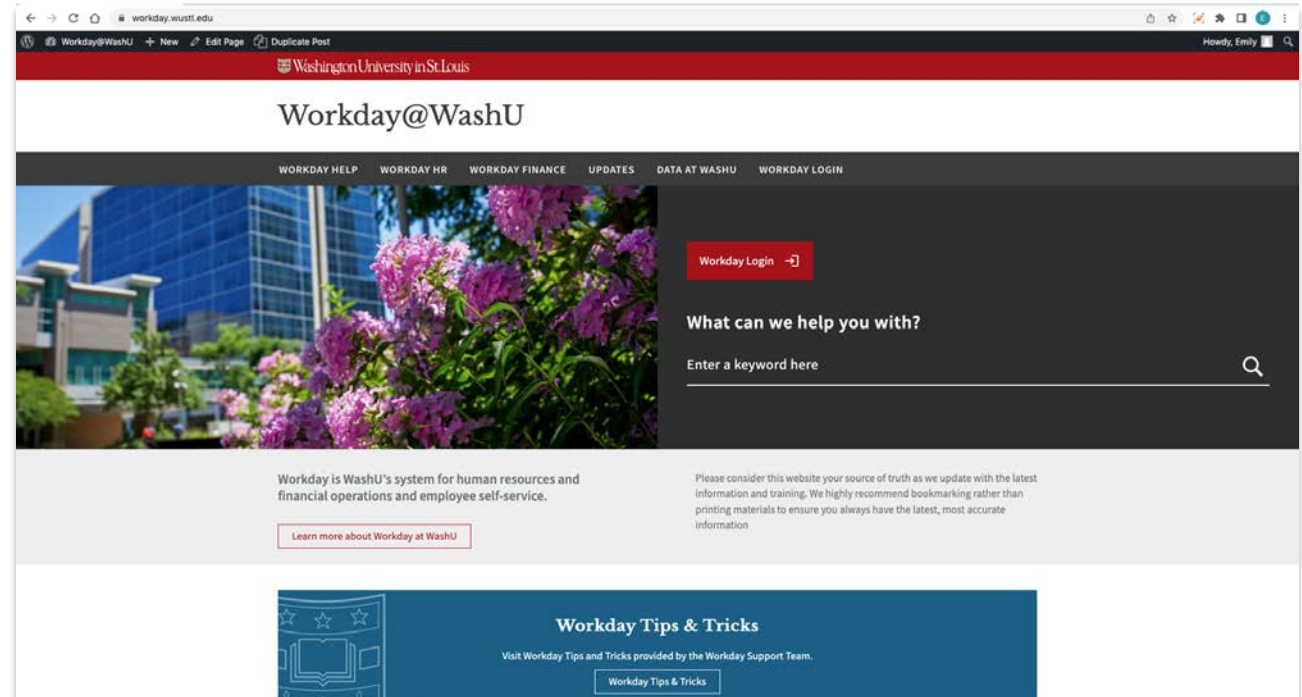
[Assign Costing Allocations Tutorial](#)

[Create Position Tutorial](#)

[Work Study](#)

[\(financialaid.wustl.edu\)](https://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.