5.3 WORK STUDY TO NON-WORK-STUDY STATUS

Overview

The procedures described in this section are to offer guidance with converting work-study positions to non-work-study status on the EAPP function.

Once your department's allocation of a student employee's work-study award is exhausted, Service Centers are responsible for converting their jobs to non-work-study. This is important for EDB history reporting, and especially if you are splitting a work-study student award with another department.

Policy Summary

The Work-Study Program is a financial aid award which consists of a federal subsidy of approximately 50% of a student's earnings. Work-study jobs are available only to those financial aid students who have valid work-study awards. When a campus unit forwards an Employee Request to the Career Center indicating that it is to be work-study, it will be posted as such.

Any increase or decrease in a student's total allocation in the course of the year will be posted via PAN by the Financial Aid Office.

Each month the Financial Aid Office sends a report listing students whose awards are at a threshold of $100. When the student's award is exhausted any hours worked past that point will be paid 100% by the unit. Therefore, the database must reflect the change from work-study to non-work study.

Student employees on Approved Leave of Absences may retain their current position for one quarter (3 months), excluding summers. If the student was on work-study status prior to taking a leave, s/he will have to be converted to non-work-study status, as the employer will be responsible for paying 100% of the wages while the student is unregistered.

There is no work-study funding in the summer. If a student does not earn all of her award by the end of the academic year, it will be forfeited.

Before you Start

Service Centers are responsible for tracking work-study earnings. When the award (or split allocation) is exhausted, Service Centers will convert their work-study distribution(s) to non-work-study status in the EDB. Service Centers may opt to extend the appointment through the summer at the same time that they are converting it to non-work-study. (See *Section 5.6, Student Extension of Appointment*.)

Data Entry

Enter the data for changing a work-study to a non-work-study distribution on the EAPP function.

Accessing the EAPP Function

1. Log on to the Payroll/Personnel System.

2. At Next Function, type **EEDB** and press **Enter**.

3. Type **EAPP** and the **employee ID number** and press **Enter**.

The EAPP function will be displayed for the selected employee.

Completing the EAPP Function

EAPP FUNCTION: CHANGING FROM WORK-STUDY TO NON-WORK STUDY

```
                              UCOP/PPS

PPEAPP0-E0943           SCT EDB Entry/Update        09/29/95 11:27:38
09/28/95 22:00:20      Appointments/Distributions   Userid: SCSESLAS
ID: 010000200 Name: MESSAGE, MISSY M        SSN: 010-00-0200 Pri Pay: MA
      PAF Gen No: █  2                                    Pg 01 of 01
Appt  Actions Pgm Typ Bas Pd Ovr   Appt Begin  Appt End Dur Dept
 10        S   4  _   _      050195    093096   _    003565
Title                        Grade %Full F/V Ann/Hr Rate  Rt Sch Time Lv
4920 ASSISTANT III                  _  0.23   V   5.8400  H  MA   A   N

Dist  Actions L Acct   CC   Fund PC    S                   FTE  Dis %
 11        7 761340 ____ 70490 _____ 2  CR/MERR II/HSG/STUDENT ____ 0.2300
      Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
      050195    121595    ___   _    5.8400       REG  ___  _    E

Dist  Actions L Acct   CC   Fund PC    S                   FTE  Dis %
 12        7 761340 ____ 70490 _____ 2  CR/MERR II/HSG/STUDENT ____ 0.2300
      Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
      121695    063096    ___   _    5.8400       REG  ___  _    *

Next Func: ____  ID: _____  Name: _____  SSN: _____
U0001  Input accepted
===>
 F:  1-Help    2-Cancel             4-Print    5-Update
 F:                      9-Jump
                                            04/21  Fri 29 Sep 11:28
```

The Appointment Level Procedure

Actions (Action Code)	If you are extending the position through the summer at the same time you will be converting it to non-work-study, enter action-code 17. *If not, leave this field blank.*

Distribution Level Procedure

1. Enter the day that work-study award was exhausted under "Pay End" date on the work-study distribution.

2. Press **F9 Jump** to go to the command line and copy the original distribution to a new distribution using the **"copy xx to xx"** command.

3. Enter data in the following fields, as applicable:

Actions (Action Code)	There is no action-code for work-study status-change the system will default to "Other."
Pay Begin	Re-key the "Pay Begin" date to the day after the work-study award was exhausted.
Pay End	Re-key the "Pay End" date to the last day of the fiscal year (06/30/xx of the appointment year).
WSP	Blank work-study code by entering an asterisk (*) in the "WSP" field.

4. Press **Enter** to invoke range/value edits.

Review

Review the EAPP function data you entered. You should have two distributions.

1. The work-study distribution will have an end-date which is approximately the day that the work-study funding ended.

2. The non-work-study distribution will begin the next day and end on June 30 of the appointment year. (Check that you haven't exceeded the appointment's end-date.)

Updating the Employee Database

Press **F5 Update** to display the PAN Subsystem Notification Preparation screen.

Consistency Edits

If there are consistency edits, the Consistency Edit (ECON) function is automatically displayed. Review all error messages and make necessary corrections.

How to Correct Consistency Errors

From the ECON function you may:

- Correct errors directly on the ECON function.

- **F3 Return** to the last data entry function, make any corrections, then do one of the following:

    - Press **F5 Update** to invoke PAN.

    - Press **F2 Cancel** twice to cancel the update and leave the EDB unchanged.

See *Consistency Edit Messages (ECON) in Section 1.6, System Messages* for more information and instructions.

PAN Preparation

After pressing **F5 Update** from a data entry screen (if there are no consistency edits) or an ECON screen, you are automatically positioned at the PAN **Comments Entry** screen. From here you can add comments and additional reviewers to the PAN.

1. Add a description of the action and any significant details in the **Comments Entry** screen.

2. Press **F10 NotfPrep** to display the **Notification Preparation** screen, where you can add reviewers as desired.

3. Press **F11 Detail** to display the **Activity Review** screen, where you can review the notification before sending it.

4. Press **F5 Update** to complete the update and send the notification.

If the update is successful, the EAPP function appears and displays:

U0007 UPDATE PROCESS COMPLETE

For more information about PANs and additional PAN features, please refer to *Section 1.8, Post Authorization Notification (PAN)*.

Accessing IMSG

1. To access the Message Report Screen go to the **Next Function** field, type IMSG and press **Enter**.

2. When the IMSG screen is displayed, review any remaining messages and take the appropriate action.

You may now start another appointment or distribution level action.

Disposition of Forms

- Forward the appropriate approval document to the mandatory reviewer.

- There are no forms to forward outside the Service Center.