5.4 NON-WORK-STUDY TO WORK-STUDY

Overview

The procedures described in this section are to offer guidance to Service Centers about converting non-work-study distributions to work-study status.

Policy Summary

The Work-Study Program, based on a student's financial aid award, is funded only during the academic year. Work-study students who are extended through the next academic year must be converted to non-work-study status, either when their current year's funding runs out or on the last day of the academic year, and then extended through the next academic year. If they return in fall with a new work-study award, the service center will then convert them back to work-study status as of the begin date of their fall work schedule. (See *Section 5.3, Work-Study to Non-Work-Study Status*.)

A work-study student may apply to a non-work-study job. When the supervisor prints the Hiring Authorization Form (HAF), the work-study award will automatically show if the award exists. The student may, if s/he chooses apply all or a portion of the award to this non-work-study job. Work-study students may hold work-study jobs concurrently with non-work-study jobs.

Before you Start

When the student's position is converted from non-work-study to work-study, the Service Center need only convert the non-work-study distributions to work-study on the EDB and forward the HAF, stamped 'UPDATED' and initialed, to the Career Center.

If the student is currently employed with another on-campus unit, the Service Center which is hiring the work-study student would request access to the employee record and complete an Additional Employment bundle. (See *Section 5.2, Additional Employment.*)

Students can split their work-study award between different departments. The HAF contains only the total work-study award for each student employee; the student will decide on what the original split will be when s/he is hired by two or more service centers. The split allocation form is processed at the Career Center and copies are sent to all Service Centers involved.

The data collection documents are the approved HAF, the split allocation form, and a current, classified Employee Request (ER).

Data Entry

Enter the data for changing a non-work-study position to work-study status 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 NON-WORK STUDY TO WORK STUDY

Notes and Tips

- UCSC has only two work-study programs, Federal and President's. There are only one or perhaps two students each year who have President's work-study; the rest have Federal awards. (Those students who have President's Work-Study are easy to overlook.)

- Work-study is indicated by and 'F' or a 'P' in the WSP field (the last field on the distribution line)

- For student employees who were previously employed within your department, *AND* who have been extended from last year as non-work-study, enter the data in the following fields, as applicable.

- For student employees who have NOT worked in your unit before but are employed elsewhere on-campus, see *Section 5.2, Additional Employment*.

Appointment level Procedure

There is no appointment level entry for changing from non-work-study to work-study.

Distribution Level Procedure

There is no action code for work-study status change; the system will default to "Other."

1. Under the "Pay End" field, type in the date before the "begin date" on the authorized HAF.

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

3. Enter the data in the following fields as appropriate.

Pay Begin	Re-key the "Pay Begin" date (to the begin date specified on the HAF).
Pay End	Re-key the "Pay End" date (to the last day of the ACADEMIC year).
WSP	Input the proper work-study code, (F for federal work-study and P for president's)

4. Press **Enter** for value/range edits. You should see the account name/description appear as it is established in the system.

EAPP (APPOINTMENTS & DISTRIBUTIONS) FUNCTION

Review

Review the EAPP function data you entered. Using the end/begin method, you should have two distributions for every one you started with.

1. The original non-work-study distribution should have an end-date which is the day before the "pay begin" date indicated on the authorized HAF.

2. The copied distribution (containing the same account number) will have a "Pay Begin" date which is the begin date specified on the HAF but not before the first day of the academic year, and a "Pay End" date which is the last day of the *academic* year (remember, there is no work-study funding during the summer).

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) screen is automatically displayed. Review all error messages and make necessary corrections.

How to Correct Consistency Errors

From the ECON screen you may:

- Correct errors directly on the ECON screen.

- **F3 Return** to the EAPP 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.

- The authorized HAF *(stamped 'UPDATED' and initialed)* is forwarded to the Career Center.

5.4—4