# Work-Study Process Map

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Resources/Examples/Websites</th>
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</table>
|      | Available Resources | Financial Aid Office  
- Work-Study Information for UC Davis Departments  
- Graduate Financial Aid 20xx-20xx Work-Study Award Form  
Student Employment Center  
- Graduate Work-Study Eligibility Form  
- Graduate Work-Study Time Record - Monthly  
- Department Guidelines for Processing Graduate Work-Study Awards  
Payroll PPS Manual  
- Adding Work-Study for Graduate Students  
Graduate Studies  
- GSR Work-Study Cost Calculator |
| 1    | Graduate Studies circulates the Work-Study Award Notice to Graduate Program Chairs with cc to Graduate Program Coordinators. The notice is sent via e-mail and identifies the number of work-study units the program may use during the academic year. The e-mail contains detailed information along with links to the various resources the program and hiring department will need to process the work-study appointment. | From: Albrecht, Steven  
Sent: Wednesday, June 13, 2012 4:37 PM  
To: dobrow@ucdavis.edu  
Subject: 2012-13 Graduate Work Study Allocation  
Dr. Bunsten Honeydew  
Muppety Graduate Group  
SUBJECT: 2012-13 WORK STUDY ALLOCATION  
The Office of Graduate Studies has determined the Work Study allocations for graduate programs to use in funding Graduate Student Researcher (GSR) appointments, title code 3282, during academic year 2012-13. This allocation is designed to give graduate programs additional funds that can be utilized for the support of quality domestic graduate students who can demonstrate financial need.  
Work Study Allocation for Muppety: 5 Units |
| 2    | Graduate Program reviews 20xx-20xx Work-Study Awarding Guidelines | ![2012-2013 Work-Study Awarding Guidelines](Image) |

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Rev. 4/13

This version supersedes any earlier revisions.

GS-516
Graduate Program reviews student rosters and identifies eligible students for nomination.

TIP: Using RPAAWRD

RPAAWRD provides data to determine work-study eligibility.

Unmet Need: A grad student is eligible for nomination if the “Unmet Need” is equal or greater than the minimum eligibility requirements listed in the Work-Study Awarding Guidelines.

In this example, the student declined financial aid loans and accepted a summer fellowship of $5,000. The fellowship reduced the unmet need from $32,564 to $27,564. This student is eligible for up to 4 units of work-study because:

1. EFC is zero (FAFSA on file and no EFC contributions)
2. $27,564 > $20,258 = minimum eligibility of 4 units

Budget: Cost of Attendance for one year.
Offered: Total of all identified awards and funding sources
Pell EFC: Expected Family Contribution based on FAFSA.
Gross Need: Budget minus Pell EFC = Gross Need
Unmet Need: Budget – Pell EFC – Offered = Unmet Need*
*Unmet need adjusts as offers are “accepted” or “declined”.

3a GSR Cost Calculator

Graduate Studies created an Excel based tool to assist coordinators and faculty calculate the estimated cost savings when using work-study units and its impact to the GSR funding source.

GSR Cost Calculator: As the required boxes are filled in, the calculator estimates GSR costs and related work-study savings. The yellow colored cells have a drop down menu to select from or a red box in the upper right corner providing detailed information to the user explaining the purpose of the cell data.

Instructions & Notes: This tab provides qualifiers and disclaimers regarding the use of the calculator.

Disclaimer: This is a simple spreadsheet and cannot account for multiple variables in funding that a graduate student may have in one quarter.

Please refer to the Work-Study Awarding Guidelines for additional details regarding the cost-sharing component of the work-study program.
### Graduate Program

Submits the [Graduate Financial Aid 20xx-20xx Work-Study Award Form](#) to Graduate Financial Aid.

Send completed form to the attention of Graduate Financial Aid:

- Ayesha Alcala
  avalcala@ucdavis.edu or by fax: (530) 754-7022

**TIP:**

“List Any Other Awards Student May Receive”: Example of awards may include, but are not limited to, TAship, Readership, GSRs, Block Grant supplements for stipends, fees, NRST, and other Banner fellowships for stipends, fee and NRST.

### Graduate Financial Aid Office

- Reviews Work-Study Award Form
- Posts approved awards in Banner (RPAAWRD)
- Contacts Department/Program staff via e-mail with either a confirmation of approval, requests for additional information, or notice of declination (student no longer eligible).

In this sample, unmet need will decrease as funding resources are identified and recorded in RPAAWRD. This student was awarded four units of work-study.

Remember: While a student may have filed a FAFSA and meets the minimum eligibility for work-study, unforeseen circumstances may affect a student’s eligibility such as receipt of fellowships or being selected for verification etc. The Graduate Financial Aid Office will contact the department if a student’s eligibility changes.

Fund code WORKG = 4 units of work-study salary.

Fund code OAE: Outside Aid Estimate. This is equal to three quarters of in-state fees. In this estimate, we know that two quarters of in-state fees will be covered by the WS/GSR positions. The third quarter is reserved as most students are covered by fellowship or employment. Fees paid by fellowship or employment reduce need.*

*NOTE: OAE has the potential of overstating aid. You may need to adjust unmet need to account for this uncertainty. If in doubt, contact the Financial Aid Office for assistance with interpretation.

Example: Current unmet need is $2,306. If the student were not to have fellowship or employment for one quarter of in-state fees, the unmet need would be $7,392.

### Graduate Program

Provides student and hiring department with [UC Davis GSR Work-Study Employment Eligibility Form](#).

See step 7 for sample.
UC Davis GSR Work-Study Employment Eligibility Form

- Hiring Department completes “Step One” GSR Employee Information and faxes form to Student Employment Center: (530) 752-2550.
- Concurrently, the Hiring Department enters the GSR appointment into PPS without the WSP code. This is to generate fee payment.
- Student Employment Center completes “Step Two” and faxes form back to Hiring Department.
- Hiring Department completes “Step Three” Department Information and Certification and faxes completed form to Student Employment Center: (530) 752-2550.
- Hiring Department enters a second distribution line to the GSR appointment for the work-study WSP code.
- Student Employment Center enters the approved award amount in PPS screen IFNW.

Hiring Department verifies IFNW screen in PPS.
9 Hiring Department enters work-study distribution line in PPS screen EAPP.

Refer to the PPS Manual for Graduate Student Actions/Work-Study for additional details.

In this example, Dist 11 is the primary GSR line where 100% of fees and salary would be charged if there were no work-study line.

Dist 12 Work-Study Line: This line generates the work-study contribution to fees and salary (reference WSP: N).

Note: Once the work-study dollar limit has been reached (see PPS IFNW), PPS will automatically charge the departmental account the remaining wages.