Student Employment

Work Study

Students can be paid via STEP funds and have work study. STEP fund account will be charged the department 40% part of the work study allocation if student has work study. All jobs will still draw from the work study account, even if it is a STEP funded job.

- Work study is a federally funded program that offers students an opportunity to receive federal monies for working while enrolled in school. Work study is awarded to each student individually via the Financial Aid office.

- Monies are funded 60% from federal funds and 40% from departmental/institutional funds. This means that the department pays 40% of the wages of the student while the remaining 60% is covered by federal funds.

- **Work study funds are awarded to the student, not the department.** If student has multiple jobs, all jobs will be charged to the work study award first. Each department cannot pick and choose which jobs are work study funded and which are not.

- If the student has more than one job, all jobs will be charged to the work study award first.

- Work study departmental monies come out of line 1781 in the budget account in WISDM. Student assistant monies come out of line 1771 in the budget account in WISDM.

- Once the work study award is depleted, the wages will automatically start coming out of the student assistant line within the departmental account assigned in HRS budget funding.

- Each department is responsible for tracking work study award balances and making any necessary budget funding changes in the HRS system.

- When viewing the work study award balances, keep in mind that it is the total award, including the federal 60% plus the 40% department portion. Once this is depleted, there are no remaining work study monies available and 100% of wages will automatically come out of the departmental budget under student assistant (1771).

- The budget funding in HRS should be set up to be the main departmental account the student is to be paid out of. A ‘145’ account will need to be assigned to the departmental account in order for the wages to be correctly charged to federal funds.

- Do not input the ‘145’ account in HRS budget funding. Only include the departmental account such as a ‘102’ account.

- ‘144’ accounts are monies from federal grants. Federal grants are not eligible to use work study funds.

- Students can request more work study via Financial Aid.

- To ensure students have accepted the work study award check the Work Study Award in SIS Peoplesoft (Titan Web).

- To work study check balances view the Work Study Table in HRS.
How to Look Up CURRENT Work Study Award and Balances in HRS

Login to HRS hrs.wisconsin.edu or via the UW-System Portal
Click Payroll Processing USA
Click UW Work Study
Click Work Study Award Table
Enter Empl ID # EmplID Box
Enter Year Relates to Academic Year WS is awarded – AY 2013-2014 = 2014
Click Search

Work Study Award Table
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Empl ID begins with enter emplid
Business Unit
Year begins with enter Work Study award year
Session

Search Clear Basic Search Save Search Criteria

View Award Amount and Award Balance
Award Amount = amount of work study monies given to the student

Award Balance = how much of the work study monies is remaining; includes both 60% Federal and 40% departmental funded. This is the total balance remaining. Once it is gone, there is no more work study

If student has more than one job, including if STEP job, all jobs will draw from work study until exhausted.
How to Look Up FUTURE Work Study Award and Balances in HRS

<table>
<thead>
<tr>
<th>Login to PeopleSoft SIS</th>
<th><a href="http://www.uwosh.edu/registrar/titanweb/">http://www.uwosh.edu/registrar/titanweb/</a></th>
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<tbody>
<tr>
<td>Click UWO Financial Aid</td>
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<tr>
<td>Click Student WorkStudy Award</td>
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<tr>
<td>Enter Student Titan ID # ID Box</td>
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<tr>
<td>Enter Aid Year</td>
<td>Relates to Term Year (Fall 2017 – do look up and choose code)</td>
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<td>Click Search</td>
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<tr>
<td>Review Award</td>
<td>Confirm available and accepted work study award amount</td>
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If you do not have access to this pathway in PeopleSoft SIS, please request it directly from the Registrar’s Office (920.424.3007).

![PeopleSoft SIS Work Study Award Search](image)

- enter Student Titan ID
- enter Work Study award year