



# **Federal Work Study at Harvard**

## **FAS Department Administrator**

### **Brown Bag**

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Student Employment Office:  
Fabi Ostane  
Meg Brooks Swift  
Lauren Valente



# The Student Employment Office (SEO)

- Located within the College Admissions and Financial Aid Office, but serving the entire university.
- Provides a Jobs' Database accessible to:
  - All registered students in degree-seeking programs.
  - All on-campus employers who request access.
  - Off-campus employers who request approval.
- Manages the Federal Work Study Program (FWSP) process for all eligible students.



# Federal Work Study Program (FSWP)

- One of three “Campus Based Programs.”
- Campus Based Programs are funded by the federal government but managed by individual universities.
- The campus based allocation team allocates a specific amount of FWSP funding to each Harvard school.
- Financial Aid Offices package FWSP for financially eligible students as part of the financial aid award.
- College students receive their Financial Aid Award in June through letter and [my.harvard.edu](http://my.harvard.edu)



# FWSP Eligibility

- “Federal Methodology” used to determine if a student is eligible for FWSP.
- A student may be eligible for FWSP one year and not the next due to a variety of factors: family’s income, number of children in college, married status of parents.
- Harvard’s recent Financial Aid Initiatives have caused a decrease in the number of students eligible for FWSP
- A student who receives “outside awards” (or merit awards) in excess of their “self-help earnings expectation” may lose FWSP eligibility.
- Many college students may lose eligibility over the course of the semester due to new outside awards that arrive and a student’s decision to take out additional federal loans.



# How does FWSP work – employer perspective

- FWSP Employers can be on-campus or off-campus.
- On-campus departments pay 30% of student's hourly wages.
- Employers post jobs through JobX on the SEO website.
- When a student is offered a FWSP job, the employer refers student to SEO website to complete the Referral Form:  
<http://www.seo.harvard.edu/includes/federal/refcardONcampus.html>
- Employer receives an email confirmation from the SEO providing FWSP eligibility confirmation, student's ceiling, hourly wage, dates of program.
- Employer hires student through ASPERIN or QuickHire with appropriate Time & Labor group.



# How does FWSP work – student perspective

- Students search for jobs through SEO's JobX.
- Once student is offered the job, he/she must complete a "Referral Form."
- The Referral Form collects critical job information for audit purposes.
- **NO STUDENT CAN BE ON FWSP PAYROLL WITHOUT A REFERRAL FORM ON RECORD AT THE SEO.**
- Once a student has been hired, he/she must submit weekly time cards to supervisor.
- All FWSP students are paid through PeopleSoft and receive regular checks. Earnings are separate from the term-bill.



# Problems with the Current System

- Many departments hire students who do not have FWSP eligibility using FWSP object codes.
- No controls exist to prevent students without FWSP eligibility to be paid on FWSP object codes.
- All federally ineligible students' FWSP expenses must be reversed for federal compliance.
- Without a Referral Form, we have no identifying information of the department who incorrectly paid the student and thus reversing these charges is difficult.



# Current State in PeopleSoft

- Currently, there is not an existing way to identify students who are eligible for FWSP within PeopleSoft
- In Time & Labor, all students eligible for work study are grouped together with other student temps and temporary employees in the TEMPOTELG T&L Workgroup
  - There are currently 7,350 active employees enrolled in this Workgroup
  - All 7,350 of these employees have access to the Work Study Time Reporting Codes (TRC's)



# Work Study Time & Labor TRC's and Earnings Codes

- On-Campus Work Study
  - WST – WS Harvard on Campus
    - Charged to Object Code 0139 for FICA Exempt and 0147 for FICA Subject employees
- Off-Campus Work Study – Controlled by SEO
  - WS1 - Work Study Community Svc 10
    - Charged to Object Code 0143 for FICA Exempt and 0155 for FICA Subject employees
  - WS2 - Work Study Community Svc 25
    - Charged to Object Code 0145 for FICA Exempt and 0153 for FICA Subject employees
  - WSA - WS America Reads
    - Charged to Object Code 0141 for FICA Exempt and 0157 for FICA Subject employees
  - WSN - WS Non-Profit
    - Charged to Object Code 0151 for all employees
  - WSP - WS for Profit
    - Charged to Object Code 0149 for all employees



# Planned Short-Term Changes

Effective January 25, 2009

- Existing TL Workgroup TEMPOTELG will have the Work Study codes removed from the valid list TRC's
- Two new Time & Labor Workgroups created:
  - **WSON-CAMP** – On Campus Work Study
    - Will have access to all TEMPOTELG TRC's plus WST
  - **WSOFF-CAMP** – Off Campus Work Study
    - Will have access to all TEMPOTELG TRC's plus WS1, WS2, WSA, WSN, WSP
- Students eligible for FWSP will need to be enrolled in one of the T&L Work Study Workgroups in order to be able to report work study in Time & Labor.



# How will students be enrolled?

- Initial Enrollment
  - Effective 1/25/2009, eligible FWSP students will need to be enrolled in one of the new Work Study T&L Workgroups
  - SEO will provide FSS with a list of all eligible FWSP undergraduates to be enrolled:
- Ongoing Enrollment/Un-enrollment with PeopleSoft
  - Enroll = TL Workgroup change from TEMPOTELG to WSON-CAMP
  - Un-enroll = TL Workgroup change from WSON-CAMP to TEMPOTELG
- Ongoing Enrollment/Un-enrollment with ASPERIN
  - System still being developed...Check box to indicate FWSP
- Every Monday, FSS will provide SEO with a list of students currently enrolled in the Work Study On-Campus and Off-Campus Workgroups.
- SEO will enroll newly eligible FWSP student and un-enroll students who have lost FWSP eligibility.
- If you are hiring graduate FWSP students, please let the SEO know



# Questions:

- How do I enroll/un-enroll a student into Work Study?
  - Use the Job Data Change Form in PeopleSoft
    - Effective Date
      - Enrolling – Use the previous Sunday of the week the employee becomes Work Study eligible as an effective date.
      - Un-enrolling – Use the following Sunday of the week the student loses Work Study eligibility as an effective date
    - Use an Action/Reason of DTA/DTA
    - Employment/TL Data section
      - Enrolling – Set the Workgroup to WSON-CAMP
      - Un-enrolling – Set the Workgroup to TEMPOTELG
- How do I find out who is eligible for Work Study?
  - You can contact the SEO (5-2585)
- Is this a permanent change?
  - Yes, although we hope to automate this process in a future release.