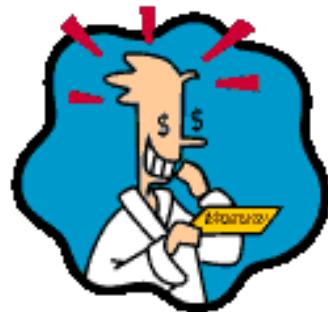


# Back to the Basics – Understanding How to Issue Payments to Work Study Recipients



Presented by: Office of Education for Research  
Administration and Finance

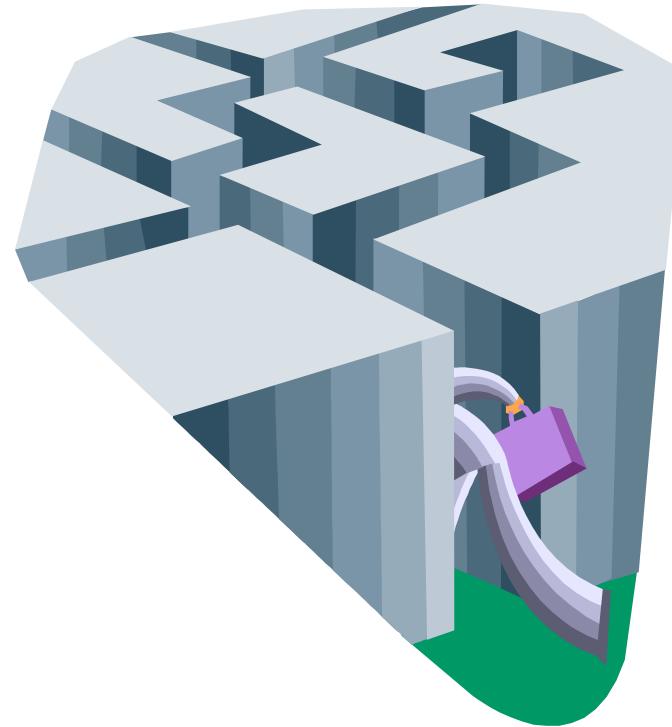
Partners: Corporate Payroll Services & Office of Student  
Loans and Personal Finance

*April 2022*



# Session Objectives

- Understand the eligibility requirements for work study recipients.
- Review the limitations that impact how work study funds are paid.
- Discuss departmental responsibilities when hiring employees into primary and secondary positions, changing rates or cost distributions, and terminating primary and secondary positions.
- Discuss work study student responsibilities.
- Review departmental impacts of prior period time cards for work study recipients.
- Review available resources.



# Eligibility



# Eligibility

Who is eligible to receive work study funding through Duke University?





# Eligibility

- Duke undergraduate and graduate students can apply for financial aid. Based on the application, Duke University's Financial Aid Office determines eligibility and the type of financial aid package the student will be offered.
- The financial aid package offered to a student is often composed of grants, loans, and work study funding in varying amounts based upon the individual's situation.
- Work study has specific dollar amounts and time frames of eligibility associated with the aid package.
- Students can apply for need based aid anytime during their student career based upon their changing financial situation.



# Eligibility

Once it is determined that a student is eligible for work study, what are the different types of work study funding that they may receive?

What is the percentage breakdown of each (work study/department)?



# Eligibility *Limitations*

What are the four limitations that apply to work study students?

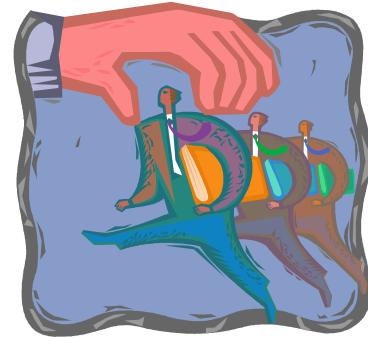
1. What is the departmental impact of a work study student exceeding any of these limits?

Do limitations differ if the work study is being paid by Federal or Duke work study funds?



# Work Study Positions

- Effective on April 25, JobX will be used to post work-study jobs.
  - Supports compliance requirements associated with Federal Work Study
  - Provides appropriate cost object
  - Tracks earnings against work study allotment
  - Training sessions will be offered in the summer
  - Website:  
<https://duke.studentemployment.ngwebsolutions.com/>



# Department Responsibilities



# Hiring Work Study Students

## *Primary Positions*

- Request work study verification papers to validate work study eligibility.
- Initiate iForm to process hire.
  - Ensure the Personnel Subarea and schedule are accurate.
  - Use work study service type/service category and use the work study funding date as the end date for the work study cost center.
  - Identify the appropriate cost distribution based on type of work studying funding the student is receiving.
    - Funding sources will be delimited in alignment with the work study funding end dates. A departmental funding source will be set up as the default cost center with student service type/service category assigned.
  - Work study hires route through Financial Aid for approval.

1. Can work study students be hired into exempt positions?



# Hiring Work Study Students

## *Primary Positions*

- Keep track of hours to ensure individual does not exceed 19.9 hours (this includes primary and secondary position hours).
- Track costs to ensure money does not exceed work study amounts. Total dollar amount applies for both primary and secondary positions.
- Monitor work schedules to ensure no time is worked outside the valid work study period.
- Approve secondary positions as necessary.
- Ensure work time is submitted in a timely manner. Electronic time reports should be submitted for primary hours.
- Retroactive hires require retroactive approvals. Any time to be paid prior to the current period will be charged 100% to the department.



# Hiring Work Study Students

## *Secondary Positions*

- Request work study verification papers to validate work study eligibility. You must verify that this is received when you complete the secondary iForm.
- Initiate secondary hire iForm.
- When hiring work study students for secondary positions, coordinate with primary department to ensure that work study hours and work study funding are not exceeded.
- Secondary hire iForms route through the Office of Financial Aid for approval.
- Secondary hire iForms cannot be established retroactively for work study positions. If a work study student needs to be set up retroactively, the retroactive portion of the work must be paid 100% by the department.



# Hiring Work Study Students Secondary Positions

1. Can exempt work study students have secondary positions?

Header Data		Employee Master Data	
Employee:	ANNEMARIE STEVENS 00700001	Employee Status:	Active
Organizational Assignment:	TRAINING DEPARTMENT 50782947	Payroll Area:	BIWEEKLY UB
Organizational Key:	PROJECT ENTERPRISE B DDE4	Job Code:	STUDENT 00000699
Secondary Position Details		Secondary Position Details	
Position:	00000000	End Date: *	06/30/2012 <input type="button" value="7"/>
Start Date: *	05/07/2012 <input type="button" value="7"/>	Cost Center:	1573205 <input type="button" value="7"/> DISBURSEMENT SERVICES TRAINING
Hourly Rate: *	12.50	WBS Element:	<input type="button" value="7"/>
Job Code: *	00000699 <input type="button" value="7"/> STUDENT	ST/SC:	60 <input type="button" value="7"/> 84 <input type="button" value="7"/> WORK/STUDY-DUKE EMPLOYED
Org Unit: *	50782947 <input type="button" value="7"/> TRAINING DEPARTMENT	Description: *	Financial Training Intern
Org Key: *	DDAC <input type="button" value="7"/> PAYROLL OFFICE	Primary Approver: *	GWENDOLYN K HALL-DIFABIO Backup Approver 1: * 00573075 <input type="button" value="7"/> WHITNEY W MARTIN
College Workstudy Details			
WBS Element:	3490122 <input type="button" value="7"/> P033A073088 SUB #17-P3490105	Cost Center:	<input type="button" value="7"/>
<input checked="" type="checkbox"/> I have reviewed the documentation supporting the students eligibility for College Work Study			
Comments		Comments Section	
Status Overview			
<input type="button" value="Submit"/> <input type="button" value="Save as Draft"/> <input type="button" value="Check"/> <input type="button" value="Back"/> <input type="button" value="Close Window"/> <span style="border: 1px solid black; padding: 2px;">iForms Action Buttons</span>			



# Rate Changes/Funding Source Changes

- For primary position, submit a Rate and Schedule change iForm or a Cost Distribution iForm.
- For secondary positions, update the current secondary position.



# Terminations

## *Primary Positions*

- Validate all time has been paid prior to the termination date.
- Work study students should be terminated when they have graduated and are no longer working for Duke.
- Coordinate with secondary departments if terminating employees. If the secondary position will continue, transfer the student versus terminating them.
- If a work study student leaves, but will be returning, there is no action required. However, a department may choose to place the student on a leave of absence to prevent them from showing up on reports in the in electronic time reporting system.
- If a work study student is doing a different job during the summer, they should be set up in a secondary position for the summer job.



# Terminations

## *Secondary Positions*

- Delimit positions when the work study student will no longer be working in the position if it ends before the originally planned end date.
- If a work study student leaves, but will be returning, do nothing.
- If work study funding runs out, delimit the secondary position that includes work study funding and establish a new secondary position using a non-work study G/L account and funding source.
- Ensure all time has been paid prior to delimiting the position.



# Work Study Student Responsibilities



# Student Responsibilities

- Apply for financial aid.
- Provide the department work study verification papers.
- Share changes in work study status with employment departments.
- Keep departments informed of changes to work status.
- Complete time cards and turning them into the department in a timely fashion.

*What responsibility does both work study students and departments share?*



# Time Card Collection

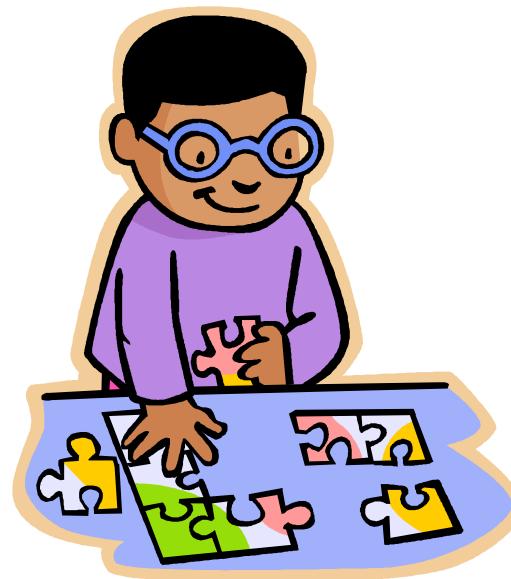
Ensuring time cards are submitted on time!

However, primary responsibility lies with the employer.

- Duke is legally obligated to pay employees on time.
- Use the reporting tools associated with Electronic Time Reporting to ensure time reports are submitted and approved in a timely fashion.
- Implement department process to ensure time cards are turned in on time and employees are notified if they are late.



# Putting it All Together





# Reminders

- Work study cost centers change – valid for an academic year or a summer term. Edits are in within iForms.
- All forms must be completed by the payroll deadlines for each pay period.
- Ensure service type/service categories align with funding source.
- Hours should be recorded on the actual days that the hours were worked. Recording hours on days they are not worked is falsification of information.
- Ensure students understand the importance of submitting time cards in a timely manner.



# Resources

- Office of Student Loans and Personal Finance
  - `studentemployment@duke.edu`
  - 660-3630
  - Stay tuned for updates!!!!
- Corporate Payroll Services
  - [www.payroll.duke.edu](http://www.payroll.duke.edu)
  - 684-2642



# Session Objectives

Participants should now understand:

- Eligibility requirements for work study recipients.
- The limitations that impact how work study funds are paid.
- Departmental responsibilities when hiring employees into primary and secondary positions, changing rates or cost distributions, and terminating primary and secondary positions.
- Work study student responsibilities.
- Departmental impacts of prior period time cards for work study recipients.
- The available resources.