Important Notes to Remember for Work Study

1. When adding employee as a work study employee, make effective date the first day of the pay period the employee will begin work study compensation.
2. When ending employee as a work study employee, make effective date and end date the pay period begin date of the first pay period in which work study hours should no longer be calculated.
3. The work study indicator will end automatically if any of the following job changes occur:
   a. Employment status is no longer Active
   b. Job code change to an ineligible job code
   c. Position change
   d. Department change
4. An employee can only have a work study indicator if they are in an active employment status and in an eligible job code on the effective date entered.

Work Study Eligible Jobs

- 4101: Student Asst I
- 4102: Student Asst II
- 4103: Student Asst III
- 4104: Student Asst IV
- 4105: Student Asst V
- 4106: Student Asst VI
- 4201: Student Off-Campus Work Study
- 4202: Off-Campus Work Study No WC

FAQ

Q: What does active employment status mean?
A: When you review the employee’s job data record, the payroll status is Active. The employee has not been changed to a status of Short Work Break, Termination, etc.

Q: If I am still unclear on how to set up an employee on work study, whom can I contact?
A: Please contact the Student Employment Office at your local campus for assistance.

Q: Can I enter a student into the work study eligibility table with a future effective date?
A: Yes; however, we caution against entering transactions too far in advance, as this can create problems in the event that changes become necessary.