WORK-STUDY AWARDING GUIDELINES
For Graduate Student Researcher Positions

The Office of Graduate Studies has allocated Federal Work-Study (FWS) awards to graduate programs to be used for Graduate Student Researcher (GSR) positions during the 2016-2017 academic year. This allocation is designed to give graduate programs additional funds that may be used for the support of quality domestic graduate students who show financial need. The Graduate Financial Aid Office (FAO) manages the awarding process.

I. Financial Aid Eligibility for Work-Study

To be eligible to receive FWS award, a student must be a US citizen and/or a permanent resident; who qualifies for need-based financial aid. Non-resident alien students (generally on a J-1 or F-1 Visa) are not eligible for FWS. Students must have filed a 2016-2017 Free Application for Federal Student Aid (FAFSA).

Determination of a student’s eligibility is based on their financial need. The financial need must be equal to or greater than the combined salary and fees for the requested appointment. Please refer to The Work Study Calculations form.

Nominations for work study should be written on the Work Study Award Form and emailed to the Work Study Coordinator Robin Gallowglas at: workstudy@ad3.ucdavis.edu. An email confirmation will be sent to the graduate coordinator when the award(s) are approved and posted to Banner. Questions regarding a student’s need, requirements, holds, changes to FWS award, or to schedule a training session, please contact Robin Gallowglas.

If a student’s eligibility changes, FAO will notify the graduate coordinator. The graduate coordinator will need to inform the student of the revision in their work study award.

II. Processing Graduate Work-Study

All FWS positions require the following documents:

- GSR Work-Study Employment Eligibility Form
- Graduate Work-Study Time Sheet (Monthly)
The **GSR Work-Study Employment Eligibility Form** (GRS WSE) will be scanned and emailed from Work Study to the graduate program’s payroll manager. If the payroll manager is not listed, the GRS WSE will be emailed to the graduate coordinator who is to ensure the form is completed and returned to the WSC. If you have any questions about this process, please contact Robin Gallowglas at: rmgallowglas@ucdavis.edu.

Please note: the WSC cannot input the percentage in payroll if the GRS WSE is not returned to their office. This will result in the department being charged 100% of the GSR’s salary and remission.

III. **General Guidelines**

FWS GSR awards only apply to appointments between October 1, 2016 and June 30, 2017. Programs are to stipulate which academic quarter(s) the appointment(s) is to be utilized. UC Davis does not allocate FWS for summer employment (July 1 to September 30, 2016). Students must have a minimum GPA of 3.0, be in good academic standing, registered as full time graduate student, and not have exceeded the 21 quarter maximum academic appointment limit. For more information on eligibility requirements and payroll see the following:


Payroll Guidelines: [http://afs.ucdavis.edu/systems/time_reporting_system/resources/work%20study%20employees.html](http://afs.ucdavis.edu/systems/time_reporting_system/resources/work%20study%20employees.html)

Awards to students must be made in FWS “units”. Each unit of FWS is set at a value of $2,800 which is intended to approximate the gross salary of a 25% GSR at Step III for one full academic quarter (at 2016-17 salary rates). Each unit of FWS results in a salary savings for the hiring department of up to $2,100 per quarter, which is 75% of $2,800. The maximum annual award per student is six units (two units for each of the three quarters during the academic year). In order to fully maximize the cost savings potential of awarding two units to a single student in a single quarter, the student’s gross salary should be at least $5,600.

FWS units may not be transferred to any other department or program. Additionally, there will be no reallocation process in 2016-17 since the FWS units are intentionally over-allocated for the academic year.

Graduate Program Fellowship Allocation funds and Dean’s Graduate Support Allocation Program funds cannot be used to pay salary or Tuition & Fee remission for academic appointments; this includes students participating in the FWS Program.

General PPS coding for GSRs [gradstudies.ucdavis.edu/panman/panmain.htm](http://gradstudies.ucdavis.edu/panman/panmain.htm)

GSR salary scales [https://gradstudies.ucdavis.edu/faculty-staff/academic-personnel/salary-scales](https://gradstudies.ucdavis.edu/faculty-staff/academic-personnel/salary-scales)
IV. GSR Fee and Tuition Buy-Down Program

UCD Directive 06-064 outlined a new fee and tuition buy-down program for extramurally supported GSRs. The buy-down program also applies to GSRs participating in the FWS Program. For more information about the buy-down program, please see the following: accounting.ucdavis.edu/EX/buydownfaq.cfm.

V. Cost Sharing Component of the Work-Study Program

GSR Tuition & Fee remission is a benefit of employment. The Graduate Student FWS Program is a cost-sharing program for both the GSR salary and the Tuition & Fee remission (NOT Nonresident Supplemental Tuition remission). For more information (notes and examples) and to estimate the cost savings of the FWS program, refer to the “GSR Cost Calculator” worksheet at: https://gradstudies.ucdavis.edu/faculty-staff/student-financial-support/work-study-graduate-students.