2013-2014
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 2013-2014 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. Graduate Financial Aid Services manages the awarding process.

I. Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2, 2013</td>
<td>Priority submission for the FAFSA.</td>
</tr>
<tr>
<td>October 1, 2013</td>
<td>Deadline for the submission of fall quarter FWS.</td>
</tr>
<tr>
<td>January 15, 2014</td>
<td>Deadline for the submission of winter quarter FWS.</td>
</tr>
<tr>
<td>March 14, 2014</td>
<td>Deadline for the submission of spring quarter FWS.</td>
</tr>
</tbody>
</table>

If you are awarding students FWS for all three quarters, the nominations must be submitted by October 1, 2013.

II. General Guidelines

US Citizen and Permanent Resident, new and continuing, students may receive FWS funds. Non-resident Alien students (generally on a J-1 or F-1 Visa) are not eligible for FWS awards.

FWS GSR appointments may only be awarded between October 1, 2013 and June 30, 2014. Programs are to stipulate which academic quarter(s) the appointment(s) is to be utilized (fall, winter, and/or spring). Please note: UC Davis does not allocate FWS for summer employment (July 1 to September 30, 2013).

Awards to students must be made in FWS “units”. Each unit of FWS is set at a value of $2,500, which is intended to approximate the gross salary of a 25% GSR at Step III for one full academic quarter. Each unit of FWS results in a salary savings for the hiring department of up to $1,875 per quarter, which is 75% of $2,500.

Each academic quarter, a student with a minimum 25% FTE GSR appointment can be awarded one unit of FWS. The minimum annual award per student is one unit. 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 $5,000.

FWS units may not be transferred to any other department or program. Additionally, there will be no reallocation process in 2013-2014 since the FWS units are intentionally over-allocated for the academic year.

Please note: Graduate Program Fellowship Allocation (previously Block Grant) funds and Dean’s Graduate Support Allocation Program funds cannot be used to pay salary or fee & tuition remission for academic appointments and this includes students participating in the FWS Program.
III. Student Financial Aid Eligibility for a Work-Study Award

To be eligible to receive a FWS award, a student must qualify for need-based financial aid; therefore, students must have filed a 2013-2014 Free Application for Federal Student Aid (FAFSA).

Graduate programs must verify financial aid eligibility prior to submission of the Work-Study Award Form to Graduate Financial Aid. The student must have financial need eligibility equal to or greater than the combined total of the “fee and tuition remission” and the FWS award(s) for the requested appointment. See the 2013-2014 “Work-Study Calculations” document: financialaid.ucdavis.edu/graduate/Types/Work-Study.html.

If you have questions regarding establishing a student’s need, FAFSA requirements, the posting of the FWS awards on Banner, changes in FWS awards, training and/or policy, please contact the Work-Study coordinator Ayesha Alcala at avalcala@ucdavis.edu (or 752-2307) or Graduate Financial Aid at: gradfinaid@ucdavis.edu.

Please be aware that while a student may have filed a FAFSA and it may appear that minimum financial need levels have been met, additional requirements may affect a student’s eligibility. Therefore, FWS awards are not considered approved until Graduate Financial Aid has validated eligibility and the award has been posted to Banner.

Payroll guidelines are available at: pps.ucdavis.edu/newmanual/index.cfm. Select the Work-Study link under Graduate Student Actions on the left column for detailed information.

IV. Student Eligibility Criteria for a Graduate Student Researcher

There are university regulations that govern the appointment of graduate students as Graduate Student Researchers (GSR).

- Minimum GPA 3.0 in good academic standing.
- Registered as full time graduate student – 12 units.
- Must not have exceeded the 21 quarter maximum graduate student academic appointment limit.

Please see the Academic Personnel Manual, manuals.ucdavis.edu/apm/ii-b.htm for more information on eligibility requirements.

General PPS coding for GSRs can be found at gradstudies.ucdavis.edu/panman/panmain.htm

2012-2013 salary scales can be found at gradstudies.ucdavis.edu/facstaff/SalaryScale.pdf *

* Please note: 2013-2014 salary scales are not released until late October.
V. Submitting Nominations to Graduate Financial Aid

Programs are to provide the Graduate Financial Aid Office with a final list of students nominated to receive academic year FWS awards by October 1, 2013 (January 15, 2014 for winter and March 14, 2014 for spring quarter nominations). The award forms should be sent to Ayesha Alcala at avalcala@ucdavis.edu or via fax at 754-7022.

When the FWS awards are posted to Banner, the program staff will receive an email confirmation. The Graduate Financial Aid Office will also notify the program staff person if the student is no longer eligible. The award is not valid until it is posted in Banner.

VI. GSR Fee and Tuition Buy-Down Program

UCD Directive 06-064 (available at gradstudies.ucdavis.edu/facstaff/financial.html) 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. Under the Provost’s GSR buy-down program, a rebate of 25% of the fee and tuition expense for each research account will be calculated and credited monthly through KFS (DaFIS). The buy-down program’s 25% rebate will include the total portion of fee and tuition remission charged to the research account for GSRs who are participating in the FWS Program. No action by department or program staff will be necessary for the credit to post and it will be visible to KFS (DaFIS) end users via existing reports. More information about the buy-down program is available at: accounting.ucdavis.edu/EX/buydownfaq.cfm.

VII. The Cost Sharing Component of the Work-Study Program

To estimate the cost savings of the FWS program, refer to the “GSR Cost Calculator” worksheet at: gradstudies.ucdavis.edu/facstaff/.

The Graduate Student FWS Program is a cost-sharing program for both the GSR salary and the fee and tuition remission (NOT non-resident supplemental tuition). GSR fee and tuition remission is a benefit of employment.

For a graduate student hired under the FWS Program, the costs are shared as follows:

For a GSR hired at 25% FTE, or above, with a gross quarterly salary of $2,500 or less (or $5,000 or less when awarded two units of FWS):

- 75% of the salary will be covered by FWS funds from the US Department of Education.
- 75% of the fee and tuition remission will be covered by UC Davis central campus funds.
- 25% of the salary, 25% of the fee and tuition remission, 100% of vacation, sick, and holiday pay, and 100% of any applicable non-resident supplemental tuition will be charged to the salary fund source (affiliated department account or an individual faculty research grant). Non-resident supplemental tuition would only be applicable for first-year, domestic students who have not established CA residency. Non-resident Alien students are not eligible for the FWS Program.
- If your salary fund source is an eligible extramural research grant, the buy-down program will rebate 25% of the fee and tuition remission expense and 25% of the non-resident supplemental tuition remission expense (if applicable) that was charged to the salary fund source.
VII. The Cost Sharing Component of the Work-Study Program (Continued)

For a GSR hired at 25% FTE, or above, with a gross quarterly salary **above $2,500** (or **above $5,000** when awarding two units):

The amount of salary cost that can be covered by FWS funds per quarter is capped at $1,875 for one unit (75% of $2,500) and $3,750 for two units (75% of $5,000). Should a program decide to hire a student participating in the FWS Program at a GSR step and FTE that pays a gross salary **above $2,500** for the quarter (or **above $5,000** when awarded two units of FWS), the program is responsible for covering all of the salary cost above $1,875 (or $3,750 if awarding two units).

Grant cost-accounting generally requires that charges be in proportion to the effort devoted to that project. Thus, when a GSR appointment is split between multiple fund sources, the apportionment of benefits costs must be allocated according to the FTE allocated to each fund source, as reflected by the percentage appointment. For GSRs participating in the FWS Program, this policy requirement has an impact on the cost sharing of fee and tuition remission between Central Campus funds and the program fund source.

For example, if a program decides to award one unit of FWS to a 25% FTE GSR at the GSR Step V salary rate, this would result in gross salary expense for the quarter of $2,874 (using 2012-2013 salary rates). For one unit of FWS, $1,875 of the salary is covered by FWS funds. $1,875 is only 65.24% of the total salary cost of $2,874. Fee and tuition remission must follow the salary apportionment according to the distribution of total FTE. Therefore, in this example, 65.24% of the fee and tuition remission cost will be allocated to Central Campus funds and 34.76% will be assigned to the program salary fund source.

In summary, if you choose to pay a student participating in the FWS Program a gross salary **above $2,500**, your program fund source will be responsible for the salary cost **above $1,875** and **more than 25%** of the fee and tuition remission. The individual gross salary paid will determine the fee remission cost above 25% for which your fund source will be responsible.

VIII. Processing Graduate Work-Study Awards through Student Employment

All FWS positions require the following documents:

- **GSR Work-Study Employment Eligibility Form**
- **Graduate Work-Study Time Sheet (Monthly)**

Departmental Guidelines for processing Graduate Work-Study Awards and the forms listed above can be found on the Student Employment website at: [jobs.ucdavis.edu/deptworkstudyguidelines.html](http://jobs.ucdavis.edu/deptworkstudyguidelines.html).

Please direct any questions about this process to Student Employment at 752-0520 or by sending an email to: sec@ucdavis.edu.