Work-Study (WS) Process Flow for Graduate Student Researchers (GSR)

Graduate Studies
- Start
  - Allocate WS units to academic graduate programs
  - Notify the program
  - Match GSR with WS Eligibility
    - Work with Service Channel to hire GSR in UCPath
    - Submit Online “Work-Study Employment Eligibility Form”
  - Monitor WS usage, adjust or re-allocate units if necessary
- End

Dept./Program
- Start
  - Verify if student is eligible
    - If yes, Award WS in Banner
    - Generate WS Eligibility Form with WS Position Pool ID on it
    - Notify Dept., Supervisor, and Student of their rights and responsibilities
  - Send WS Inbound File to UCPath to populate Work-Study Award Table
    - Review WS account ledger
    - Transfer non-WS eligible costs out of FWS account, e.g. share of cost over 75%, fringe benefits cost
  - End

Financial Aid & Scholarships (FAS)
- Start
  - Retrieve WS Eligibility Form online
  - Send the Form to Service Channel, ensure Service Channel enters WS Position Pool ID for Student’s WS Position in UCPath
  - Ensure supervisor and student read and understand their rights and responsibilities
  - Acknowledge rights and responsibilities to complete the Form
  - Fulfill all responsibilities outlined on Work-Study Employment Request Form, under “Employer/Department’s Rights and Responsibilities”
- End

Dept./Program
- Start
  - Enter WS Position Pool ID for Student’s WS Position in UCPath Position Table
  - Notify Dept. when done
  - Fulfill payroll & time reporting responsibilities
- End

Service Channel
- Start

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1. Student eligibility could change due to various reasons, e.g. student gets a new fellowship or stipend, student graduates, withdraws, etc.
2. Work-Study Position Pool ID in UCPath is critical and must be entered accurately to GSR’s Position in order for Work-Study funds to apply. Position – Job – Student Employee must be a 1-1-1 relationship.
3. WS Award record will only populate in UCPath when a student has a valid UCPath Employee ID. If not, FAS will hold the award in Banner and notify dept. to take action for reasonable amount of time before canceling the award.