

# Federal Work-Study

## EMPLOYER MANUAL

---

2022-2023

---



---

OFFICE OF STUDENT FINANCIAL ASSISTANCE  
Federal Work-Study Program

---

A Division of Student Success and Well-being  
Millican Hall, Room 107 • Orlando, FL 32816-0113 • (407) 823-2827 • FAX (407) 823-5241  
[www.finaid.ucf.edu](http://www.finaid.ucf.edu)

An Equal Opportunity and Affirmative Action Institution

## TABLE OF CONTENTS

What is Federal Work-Study (FWS)? .....	3
What are the benefits to the Federal Work-Study Program? .....	3
Student Eligibility Requirements.....	4
Employer Responsibilities .....	5
FWS Restrictions .....	5
FWS Award Period.....	6
Federal Work-Study Employer Flowchart.....	7
Flowchart for Continuing Students .....	8
Flowchart for Rehires .....	9
How to Access Workday .....	10
How to create a Job Requisition in Workday.....	10
Job Requisition Initiation .....	10
Job Requisition Approval .....	14
Post Job .....	16
How to view Work-Study Eligible Students in Workday .....	17
Job Offer Workflow in Workday.....	19
How to Hire a Federal Work-Study Student in Workday .....	20
Hiring a Federal Work-Study Student.....	21
Organizational Assignment.....	25
Compensation .....	26
Suggested Pay Rates.....	27
Cost Allocation.....	28
Important Resources .....	30



## What is Federal Work Study?

Federal Work Study (FWS) is a program designed to provide college students who need financial assistance an opportunity to earn money while pursuing their degree. FWS provides part-time jobs for undergraduate and graduate students on and off-campus.

## What are the benefits of the Federal Work Study program?

- It provides part-time employees in departments across campus at minimal cost to the employer.
- It allows students to earn money to help pay for educational expenses.
- It provides opportunities for students to serve the community and to work in areas that are related to their course of study.
- FWS employers are flexible and willing to work around student class schedules.
- It provides beneficial experience and training, networking and references that build up student resumes.
- It can provide opportunities to develop students' professional skills, like communication, time management and interpersonal skills.
- It can lead to career opportunities for students.
- Even though FWS earnings are taxable, FWS earnings are not considered when calculating "financial need" on students' FAFSA.



A Division of Student Success and Well-being  
Millican Hall, Room 107 • Orlando, FL 32816-0113 ( •407 )823-2827 • FAX (407) 823-5241  
[www.finaid.ucf.edu](http://www.finaid.ucf.edu)

## Student Eligibility Requirements

Federal Work Study eligibility is determined by the information inputted on the Free Application for Federal Student Aid (FAFSA). The student must have financial need to receive a FWS award. They also must indicate their interest in the FWS program on the FAFSA.

### FWS Eligibility Requirements

- Complete the [Free Application for Federal Student Aid](#) for the year
- Meet [Satisfactory Academic Progress](#)
  - Status of Met, Academic Plan, Warning or Probation are acceptable
- Have federal need eligibility as determined by the FAFSA
- Be classified as a degree seeking student in an eligible program at UCF
- Be enrolled for at least half-time in UCF classes
  - Transient hours are not considered
  - If students graduates, withdraws, or drops below half-time enrollment at any point in the term, then they **immediately cease to be eligible to earn work-study funding**.
- Be a U.S. citizen, U.S. permanent resident, eligible non-citizen, or citizen of Freely Associated States: The Federated States of Micronesia and the republics of Palau and the Marshall Islands
- Have a valid form of identification per UCF HR policy
- Complete all required To Do List Items
  - These items often require action from the student so the student should monitor their myUCF for any pending items to submit.
- Complete [Verification](#) if selected
- Complete any outstanding Admission contingencies
- [Accept](#) the FWS offered award
- Complete the FWS Contract

Meeting all the financial aid and FWS criteria will place an eligible FWS flag on the student's profile on Workday. This flag will provide the student's eligibility status and enable them to go through the FWS application and FWS hiring process.

If the student has recently submitted required documents, please allow at least 3-7 business days for their eligibility information to update on Workday.

Not meeting any of the financial aid and FWS criteria will place an ineligible FWS flag on the student's Workday profile. This flag will prevent students from being able to view FWS job listings, apply or be hired under the FWS program. Please refer to page 14 on "How to view Work-Study Eligible Students in Workday."

A Division of Student Success and Well-being  
 Millican Hall, Room 107 ● Orlando, FL 32816-0113 ( ●407 )823-2827 ● FAX (407) 823-5241  
[www.finaid.ucf.edu](http://www.finaid.ucf.edu)

An Equal Opportunity and Affirmative Action Institution

## Employer Responsibilities

- Establish FWS job descriptions within federal guidelines.
  - All FWS jobs must have a job requisition on Workday.
  - Please see the [“Student Employment Job Requisition Approval & Post Job”](#) Workday document or refer to page 11 of this manual on “How to create a Job Requisition in Workday.”
- Interviewing interested students that fit your criteria.
- Collect class schedule each term to ensure students are not overlapping their class and work schedules.
- Collect award summary each term to determine students' award amounts.
- Offer FWS Job to student on Workday.
- Follow FWS hiring procedures on Workday.
  - Please see the [“Direct Hire a Federal Work Study Student”](#) Workday document or refer to page 21 of this manual on “How to Hire a Federal Work-Study Student in Workday.”
- Approving and monitoring student hours on Workday
  - Students can work up to 20 hours per week when classes are in session & 29 hours per week when classes are not in session (such as Spring Break).
- Monitor student eligibility and award usage through the entire semester via Workday. Access to this feature will be available after mid-July.

## FWS Restrictions

- Students can hold only 1 FWS job at a time.
- FWS students are restricted to 20 hours per week when classes are in session.
  - When classes are not in session (such as between semesters or holiday breaks), students may work up to 29 hours per week.
- Work schedule and class schedule cannot overlap.
- Students must remain within FWS award allotment.
  - They must cease working if the award is exhausted.
- Students must cease working if enrollment drops below half-time status.
- Students must cease working if they no longer meet [Satisfactory Academic Progress](#).



A Division of Student Success and Well-being  
 Millican Hall, Room 107 ● Orlando, FL 32816-0113 ( ●407 )823-2827 ● FAX (407) 823-5241  
[www.finaid.ucf.edu](http://www.finaid.ucf.edu)

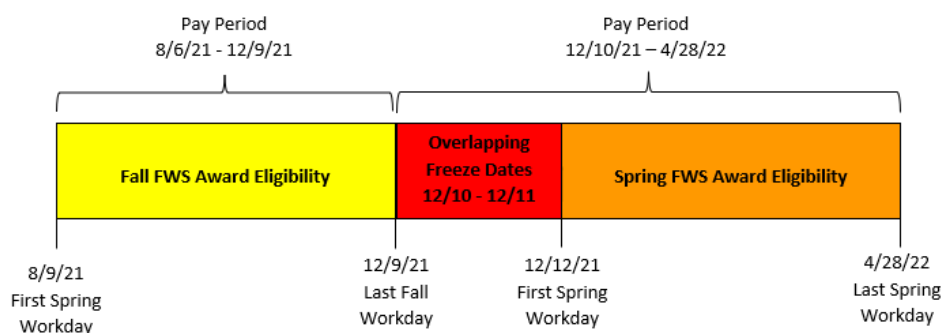
## FWS Award Period

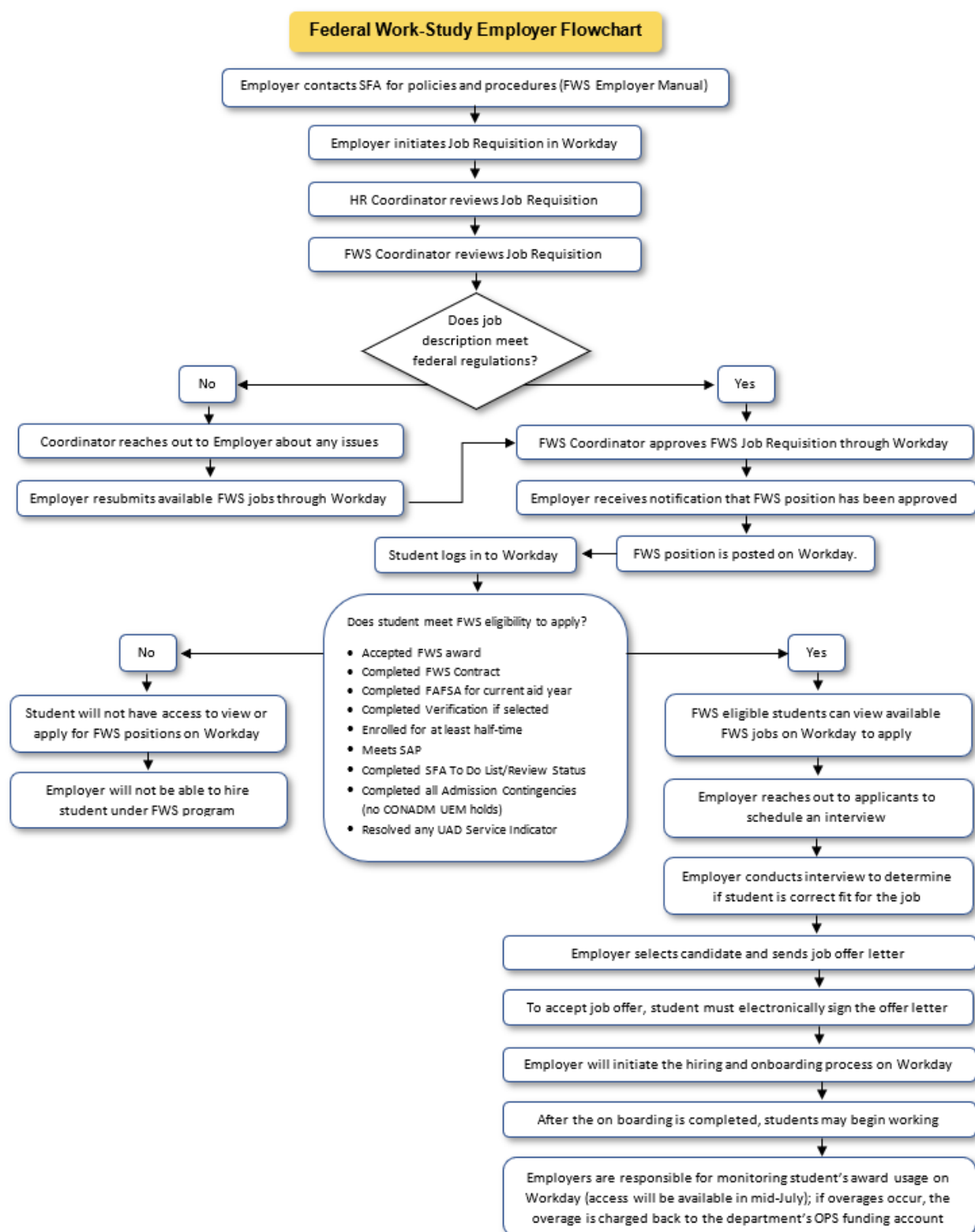
- Students can continue to work during the break between terms. However, the student must meet the following criteria for the next term:
  - Have an FWS award accepted
  - Be enrolled at least half-time
  - Begin attendance by the Drop/Swap/Add period

If the student does not any of the above criteria, the employer will be responsible for payment of the student's earnings.

- Students' last day of employment of the term will be the last day of the pay period that coincides with the end of the term.
- Eligible students that will be attending the following enrollment period (term) will be able to begin working the following pay period after the end of the term. Earnings for this period will be part of the next term FWS award.

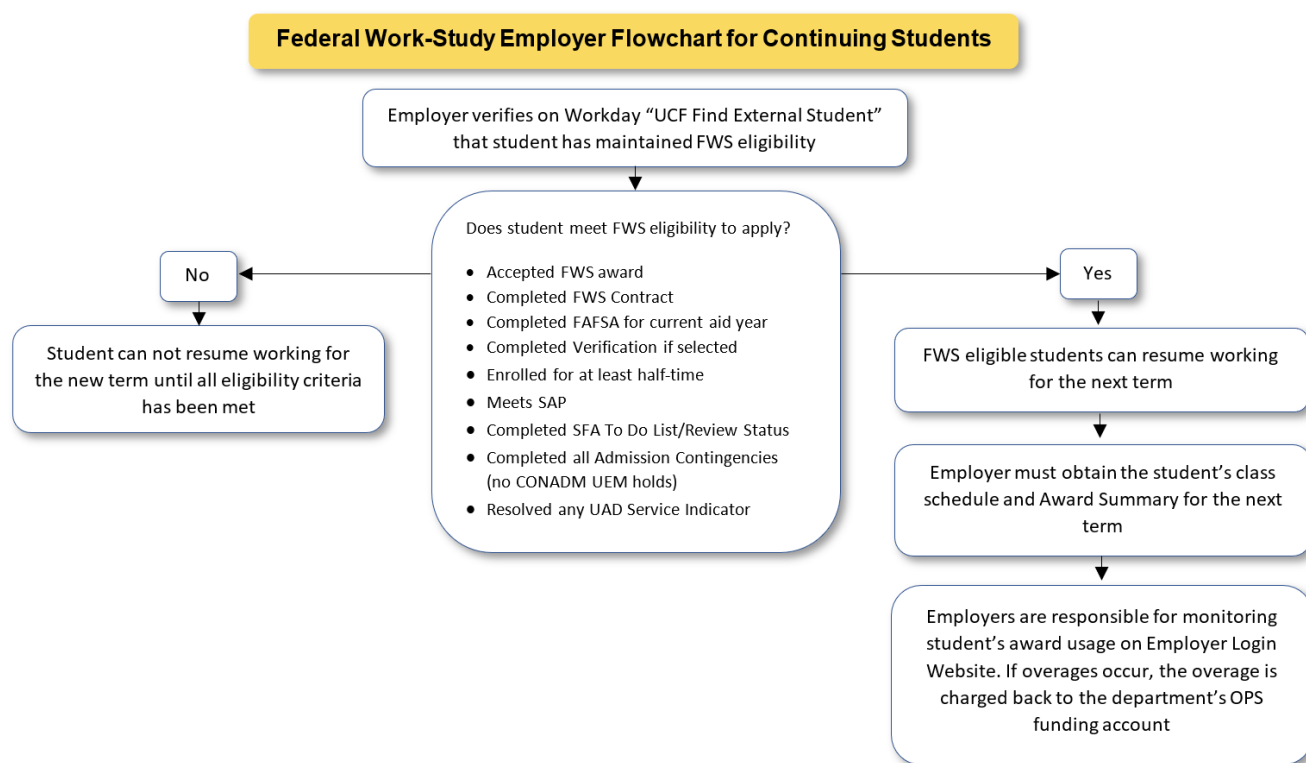
***This is an example of how the pay periods impacted last Fall/Spring workdays:***





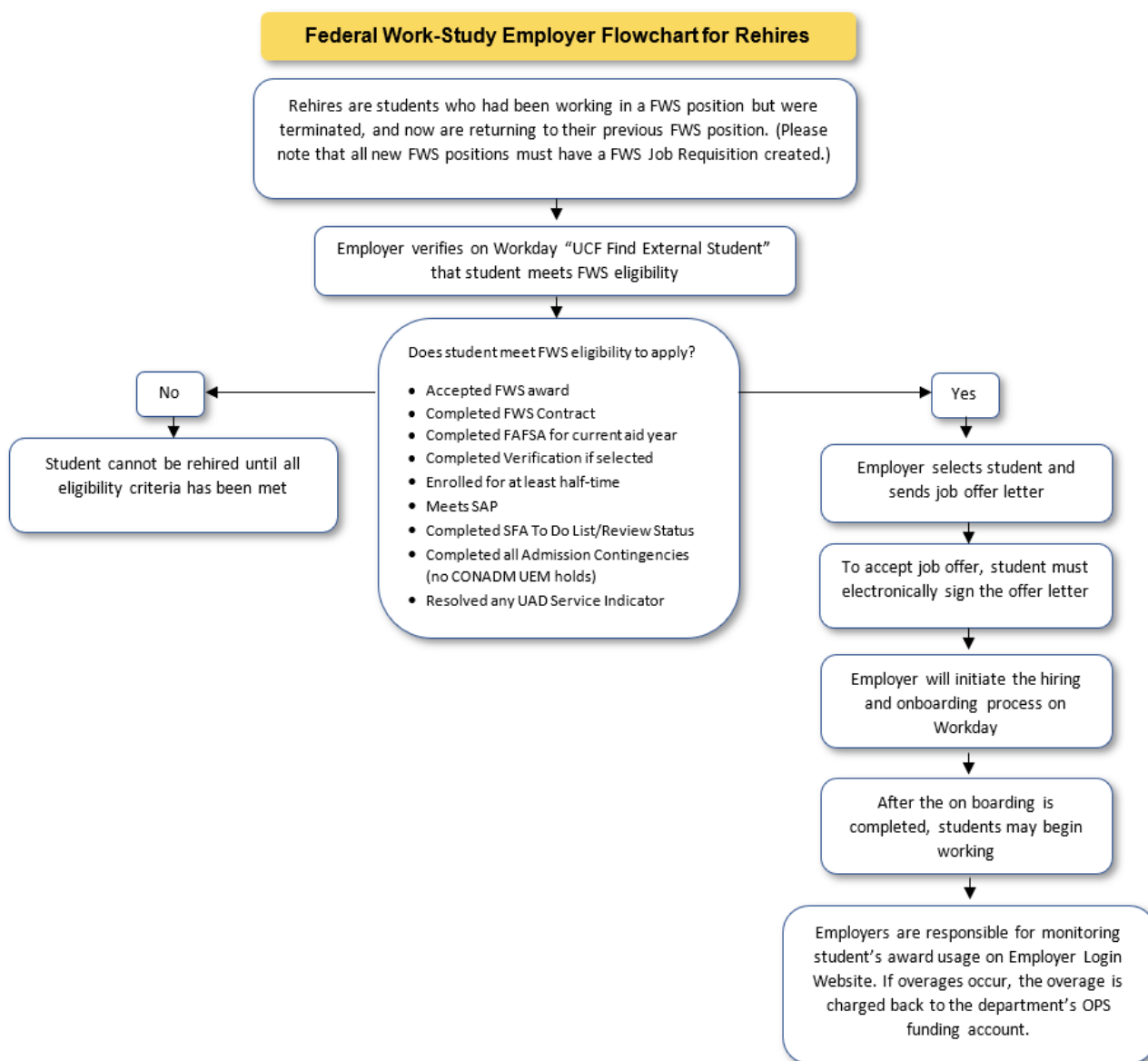
A Division of Student Success and Well-being  
 Millican Hall, Room 107 ● Orlando, FL 32816-0113 ( ●407 )823-2827 ● FAX (407) 823-5241  
[www.finaid.ucf.edu](http://www.finaid.ucf.edu)

An Equal Opportunity and Affirmative Action Institution



Continuing students do not have to reapply or be rehired for the new academic year if they will continue to work in the same position.





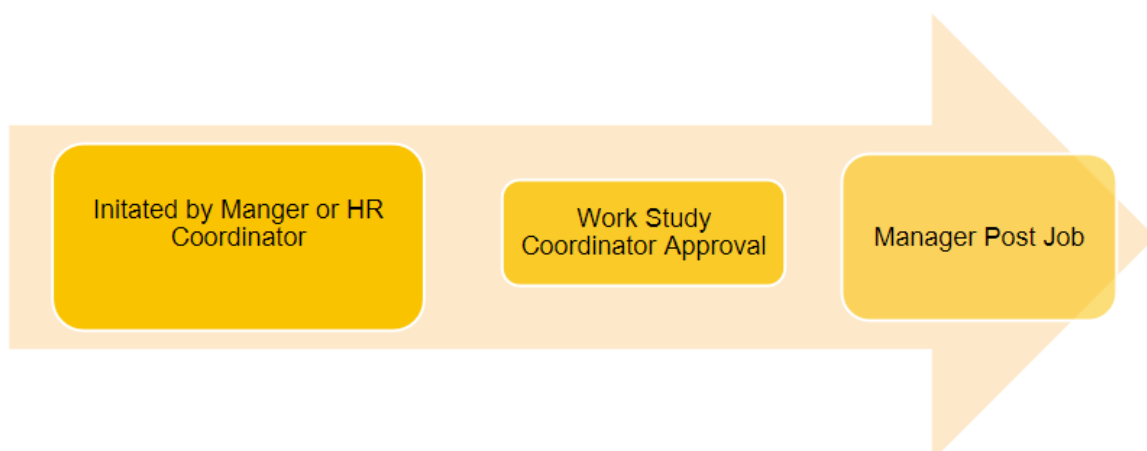
FWS students who were previously terminated can be rehired without having to reapply if they are coming back to the same position.

## How to Access Workday

You will be able to access Workday on any internet browser or Workday application. On your desktop/laptop, visit [my.UCF.edu](https://my.ucf.edu) and select the “Workday” quick link – or directly visit [workday.ucf.edu](https://workday.ucf.edu) (this link will become active July 1). You will use your [NID](#) and password to sign into your Workday account. Multi-Factor Authentication (MFA) will be required, and you will be prompted to verify your identity with Duo. Please review the “[How to Access Workday on July 1](#)” handout.

## How to create a Job Requisition on Workday

The following instructions were obtained from the “Student Employment Job Requisition Approval & Post Job” job aid from Workday. Below you will see the Job Requisition approval workflow for Work Study.



**NOTE:** In the workflow diagram, when Job Requisition is initiated by Manager then the HR Coordinator will have an approval in the business center.

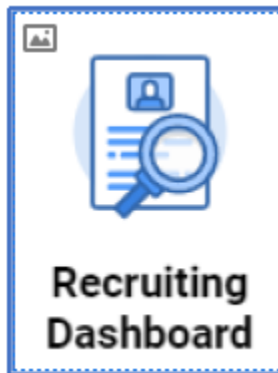
## Job Requisition Initiation

A job requisition is initiated by the manager or HR coordinator. Job requisitions can be initiated by the manager or HR coordinator.

A Division of Student Success and Well-being  
 Millican Hall, Room 107 ● Orlando, FL 32816-0113 ( ●407 )823-2827● FAX (407) 823-5241  
[www.finaid.ucf.edu](http://www.finaid.ucf.edu)

An Equal Opportunity and Affirmative Action Institution

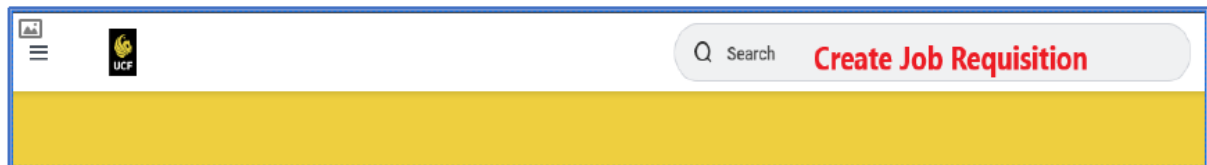
From the Recruiting Dashboard:



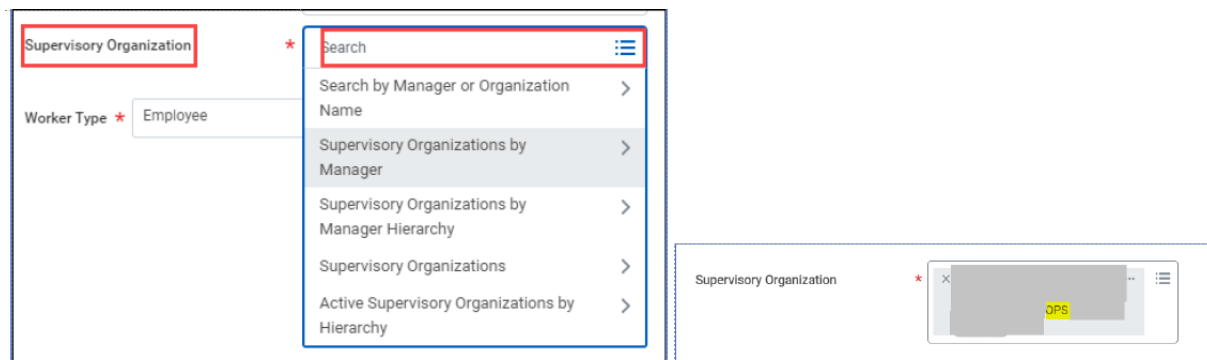
1. Select Create Job Requisition under Job Requisitions



NOTE: You can also navigate to the Create Job Requisition task by using the Workday search box.



2. In the Supervisory Organization field, type in or search by manager's name. **The managers organization must include OPS.**



3. Select **Worker Type**: Employee
4. Click the **Edit** (pencil) icon to complete recruiting details.

A Division of Student Success and Well-being  
 Millican Hall, Room 107 ● Orlando, FL 32816-0113 ( ●407 )823-2827 ● FAX (407) 823-5241  
[www.finaid.ucf.edu](http://www.finaid.ucf.edu)

An Equal Opportunity and Affirmative Action Institution

Please see a brief explanation of each Recruiting Detail required below.

- A. **Number of Openings** – Enter the number of student employment or work study positions to post.
- B. **Reason – Recruiting** is utilized for positions that will be advertised on Workday Student employment.
- C. **Recruiting Instruction – Post Internally & Externally** to post on Workday Student Employment.
- D. **Recruiting Start Date** – Start date of recruitment.
- E. **Target Hire Date** – Target Hire Date is the anticipated start date and can also be the current date depending on the circumstances.
- F. **Target End Date** – Anticipated end date for temporary position (e.g., student employment, OPS, etc.) **Students must have a Target End Date entered.** Work Study positions should have an end date of the upcoming summer term.

Recruiting Information

Recruiting Details

Number of Openings

1

A

Reason \*

B

Spotlight Job

☐

Replacement For

Recruiting Instruction \*

select one

C

Recruiting Start Date \*

03/13/2022

D

Target Hire Date \*

MM/DD/YYYY

E

Target End Date

MM/DD/YYYY

F

5. Click **Next**.

6. For the **Job Details** section, click the **Edit** icon.

- A. Job Posting Title – Enter the official position title.**
- B. Justification – Explanation supporting the position.**
- C. Job Profile – Select the Menu icon and select the appropriate option.** For Work Study - Job Profiles > With Work-Study Note: Only specific locations can select Work Study Community Service. These are listed on [Federal Work Study \(FWS\) | UCF Office of Student Financial Assistance](#)
- D. Additional Job Profiles** - If appropriate, an additional Job Profile can be added; however, the Worker Types must be the same.
- E. Job Description Summary** – If you already have a position description for the position, please add the information in this section.
- F. Job Description** - Enter in the job description, minimum qualifications, preferred qualifications, and additional application materials.
- G. Additional Job Description**
- H. Job Families for Job Profiles** – Auto-populates from job profile.
- I. Worker Sub-type** – Enter Student (Fixed Term)
- J. Time Type** – Student employment, select from menu, Part time
- K. Primary Location** - For student employment, select from menu.
- L. Primary Job Posting Location** – Auto Populates based on Primary Location.
- M. Additional Locations** - Select additional location(s) from menu.
- N. Additional Job Posting Locations** – Auto-populates based on Additional Location.
- O. Scheduled Weekly Hours** – Input number of hours expected to work per week. Most student positions are limited to 20 hours per week. Work Study is limited to 20 hours per week.
- P. Work Shift** – Select from menu.

The screenshot shows a 'Job Details' form with the following fields and markers:

- Job Posting Title \* **A**
- Justification **B**
- Job Profile \* **C**
- Additional Job Profiles **D**
- Job Description Summary **E**
- Job Description \* **F**
- Additional Job Description **G**
- Job Families for Job Profiles **H**
- Worker Sub-Type \* **I**
- Time Type \* **J**
- Primary Location \* **K**
- Primary Job Posting Location \* **L**
- Additional Locations **M**
- Additional Job Posting Locations **N**
- Scheduled Weekly Hours **O**
- 0
- Work Shift **P**

7. Scroll down to the **Questionnaire** section. This section will auto-populate and will be reviewed by HR.

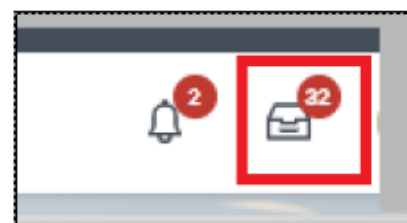
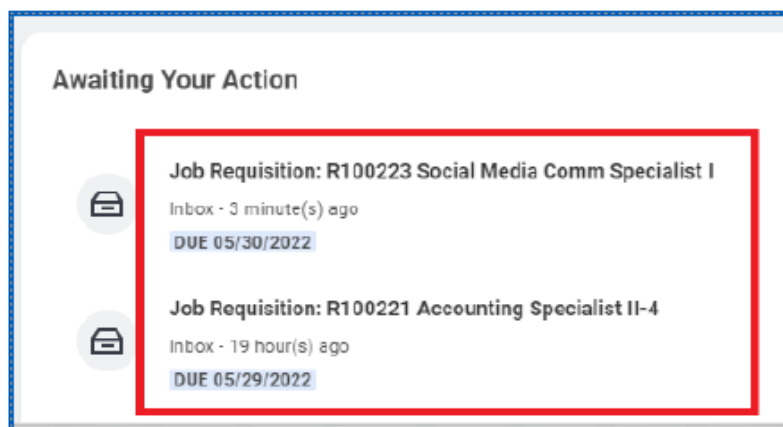
8. For student employment, click the **Edit** icon. Search for the appropriate **Cost Center**. ***The Cost Center information on the FWS Job Requisition must reflect your department's OPS account.*** Program, Fund, Division and Financial Site will automatically populate.

A Division of Student Success and Well-being  
 Millican Hall, Room 107 ● Orlando, FL 32816-0113 ( ●407 )823-2827● FAX (407) 823-5241  
[www.finaid.ucf.edu](http://www.finaid.ucf.edu)

9. Search and select the appropriate **Attachment** if available. Then, click **Next**.
10. Enter hourly rate (non-exempt position) that will be the expected offer.
11. Select the roles to be assigned to the person(s) responsible for managing the job requisition and reviewing applicants.
12. Summary detail is displayed. Review and click **Submit** once ready. A pop-up message will appear indicating the requisition has successfully routed for approval.
13. An email will appear in your **Archive** Workday Inbox with the **Details** and **Process**, which can be viewed at any time to check the requisition status.

## Job Requisition Approval

The approver receives an Action Item in their Workday Inbox. The Action Item will also appear on the dashboard in the Awaiting Your Action section. Only (3) Action Items will appear at a time. If there are more than (3) Action Items, click on the Inbox on top right corner of page to review all actions items.



Click the Job Requisition action to review. There are 3 options:

- **Approve** – Submits the Job Requisition to the next approver unless final approver then will send the request to Post Job.
- **Send Back** – Send back the job requisition to request more information or to make a correction. Must include a reason to send back.

**Send Back**

To \*

Reason \*

Submit Cancel

- **Deny** – Terminates job requisition. Must include a reason to deny job requisition.

**Deny**

Selecting Deny may terminate the entire business process. Please enter your reason for terminating the business process below.

Reason \*

Submit Cancel

**Review Create Job Requisition**

11 minute(s) ago - Due 05/30/2022, Effective 05/26/2022

**Start**

**Details**

Supervisory Org  
Student Learning and Academic Success - Dean's Office I

Position  
P-34150 Social Media Comm Specialist I (Unfilled)

Worker Type  
Employee

**Recruiting Information**

**Recruiting Details**

Reason \*

Recruiting > Vacant Position

Spotlight Job

Replacement For

Recruiting Instruction \*

Post Internally & Externally

Recruiting Start Date \*

Approve Send Back Deny ...

## Post Job

After the final approval, the Hiring Manager will receive an action item to assign the posting sites to post the job. Posting site is Student Jobs at UCF.

The screenshot shows a 'Post Job' form with a table containing one item. The table has columns for a plus icon, 'Job Posting', and '\*Site'. The 'Job Posting' column contains a magnifying glass icon. The '\*Site' column contains a search bar with the text 'Student Jobs at UCF' and a dropdown menu.

1. Enter the Start & End Date to post job. If the job is to be posted until filled the end date will be blank.

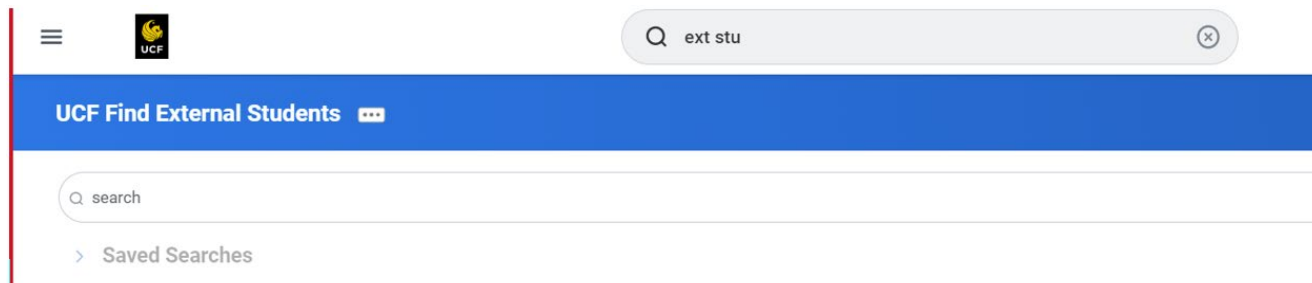
The screenshot shows the 'Post Job' form with the 'Start Date' and 'End Date' fields highlighted with red boxes. The 'Start Date' is 06/23/2022 and the 'End Date' is 06/08/2022. The 'Primary Posting' checkbox is also visible.

2. Click **Submit**.



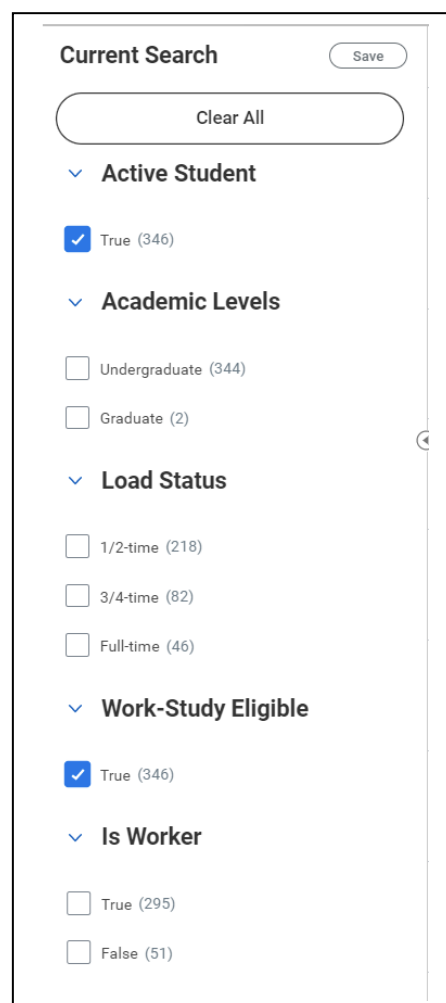
## How to View Work-Study Eligible Students in Workday

1. In the Workday search box, search for “External Students” or “ext stu.”



2. You must filter the results to find “Active Student” and “Work-Study Eligible” students by selecting the **True** option under the filters.

This will provide you with a list of Work-Study Eligible students.



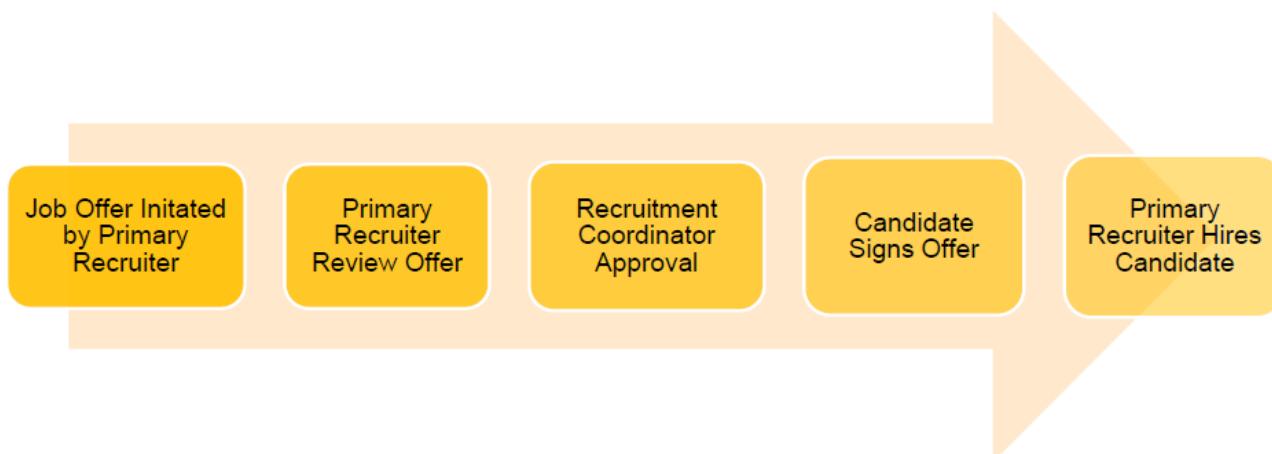
3. Click on a student to view the student's Work-Study eligibility status.

Student Information	External Student History
Last Updated	06/20/2022, 7:06 PM PDT
Do Not Release Directory Information	No
Student ID	
Active	Yes
Academic Unit	University of Central Florida
Academic Level	Undergraduate
Class Standing	Senior
Load Status	1/2-time
Enrolled Units	7 Semester Units
Work-Study Eligible	Yes

A student whose Work-Study Eligible status reflects a "Yes" status means that the student has met all Federal Work-Study Eligibility Requirements to be hired and begin working. Please refer to page 4 of this manual to view the Federal Work-Study Eligibility Requirements.

## Job Offer Workflow in Workday

Below you will see the Job Offer workflow in Workday.



Once you have selected the student whom you would like to hire for the Federal Work-Study position, you will then send an offer letter to the student with details of the position. The student must accept and sign the offer letter to be hired.

Dear Student Name,

We are excited to offer you a position at the University of Central Florida. We believe your skills and experience are an excellent match. Please review the offer for the position of Undergraduate Work Study, in the Student Development and Enrollment Service (SDES) – Financial Aid department. You will report to (Name of Manager).

You are scheduled to work 20 hours per week at an hourly rate of \$12.00 per hour. You will be paid on a bi-weekly basis.

Additionally, you must meet with your hiring department and be prepared to provide original documentation that establishes your identity and eligibility to work in the U.S. (in accordance with the Immigration Reform and Control Act of 1986). Please review the list of acceptable documents, <https://hr.ucf.edu/document/i-9-list-of-acceptable-documents/>.

If you are an international employee, you will need to schedule an appointment with the Employment & Taxation team at UCF Global (phone number: 407-823-XXXX). Please bring all your original immigration documents with you to the appointment.

UCF embraces equal opportunity and affirmative action as core values: we believe innovation comes from the meeting of diverse viewpoints. And when more people unleash their full potential, anything is possible. We all share in the responsibility for building a community that harnesses diversity and the uniqueness of others to seek challenges, push boundaries, encourage innovation, and invite the impossible. UCF's Equal Opportunity Statement can be viewed at: <https://www.eeo.ucf.edu/documents/PresidentsStatement.pdf>.

**Additional Information**  
As a Florida public university, UCF makes all application materials and selection procedures available to the public upon request. The University of Central Florida is proud to be a smoke-free campus.

On behalf of the university, we are very excited about the prospect of new opportunities for you at UCF! Charge On!

Sincerely,

Name of Manager  
Name of Manager@ucfqa.ucf.edu

A Division of Student Success and Well-being  
Millican Hall, Room 107 ● Orlando, FL 32816-0113 ( ●407 )823-2827● FAX (407) 823-5241  
[www.finaid.ucf.edu](http://www.finaid.ucf.edu)

An Equal Opportunity and Affirmative Action Institution

## How to Hire a Federal Work-Study Student in Workday

The following instructions were obtained from the “Direct Hire a Federal Work-Study Student” job aid from Workday.



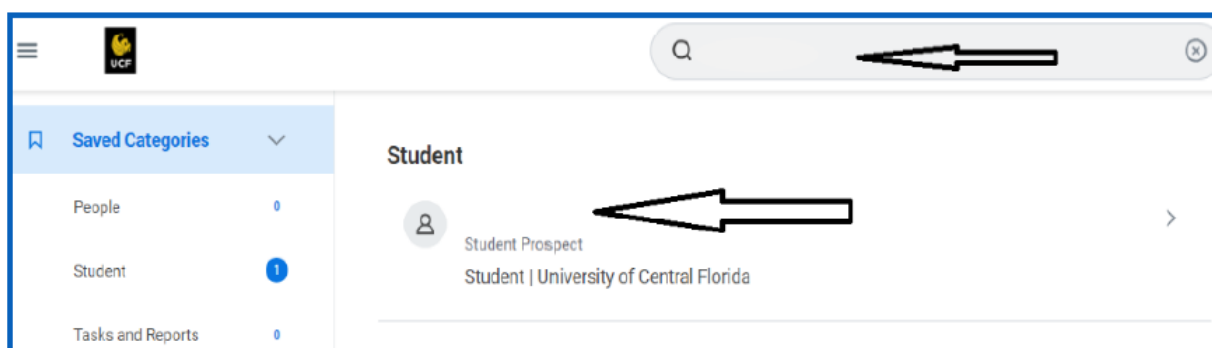
**NOTE:** Due to Federal Regulations Federal Work-Study student positions require a Job Requisition. Please ensure that a Job Requisition exists, unless it is a rehire of a Federal Work-Study student prior to completing the Hire steps.

Before completing the hiring packet, ask the student if they have ever worked for another department. If they have, then be sure their previous position was terminated, or it will affect the student's total standard hours.

### Hiring a Federal Work-Study Student

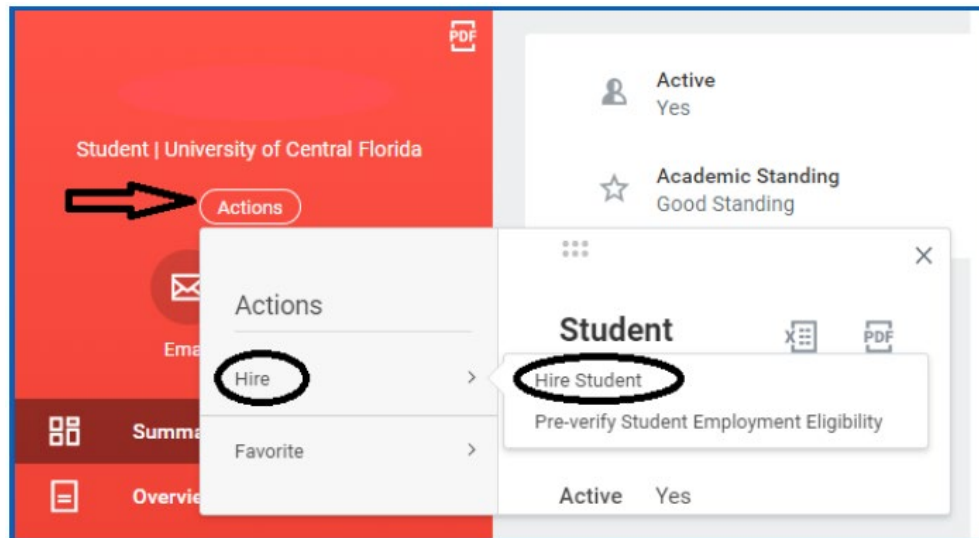
From the Home Page:

1. Navigate to the Workday search bar.
2. In the search bar, type **the employee's name** or type **Studentid:emplid (i.e. Studentid:1234567)**, and then select the Enter bar on your keyboard. Select the student's name in blue.



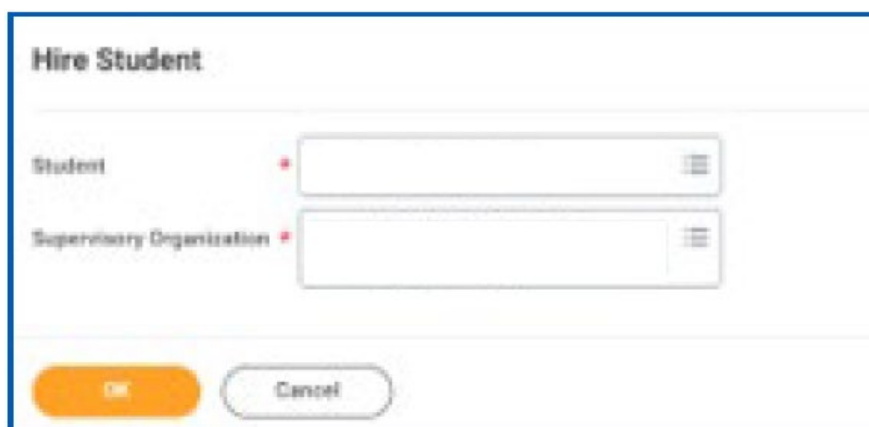
### 3. Actions

- Select the **Actions Button** under the student's name.
- Select **Hire** then **Hire Student**.



## Hire Student

4. **Student Name** will default in.
5. **Supervisory Organization**- supervisor will default to your name. If you are not the supervisor, select the (x) to remove the name. Search for the **supervisor's name** and select the one that has **OPS** in the name.
  - Federal Work-Study students must be hired into supervisory organizations with OPS in the name. If the supervisor does not have an OPS organization listed, then please contact Workday Support.
6. Click **OK**.



**Hire Student**

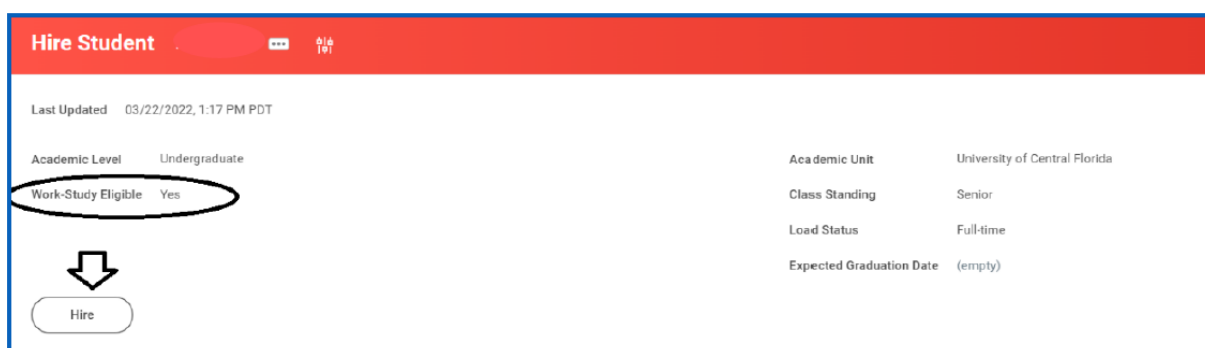
Student

Supervisory Organization

**OK** **Cancel**

### Academic Information

7. View their academic level.
8. Verify under **Work-Study Eligible** that it reflects **Yes**.
9. Click **Hire**.



**Hire Student** 0/0 1/0

Last Updated 03/22/2022, 1:17 PM PDT

Academic Level	Undergraduate	Academic Unit	University of Central Florida
Work-Study Eligible	Yes	Class Standing	Senior
		Load Status	Full-time
		Expected Graduation Date	(empty)

**Hire**

## Job Details

10. **Hire Date** = input the date of hire.
11. **Reason** = Select Hire Employee, and then choose **New Hire** or **Rehire**.
12. **Employee Types** = For student employees, select **Student Fixed Term**.
13. **Job Profile** (aka job Title) = Select the appropriate Work Study job profile.
14. **Time Type** = Select Part-Time or Full-Time.
15. **Location** = Select the Location or Campus where individual will work.
16. **Pay Rate Type** = Will automatically default to the correct pay type.

Hire Date \* 03/18/2022

Reason \* x Hire Employee > New Hire

**Job Details**

Employee Type \* x Student (Fixed Term)

Job Profile \* x Undergraduate Work Study (OPSH, NonEx)

Time Type \* x Part time

Location \* x UCF Main Campus

Work Space

Pay Rate Type x Hourly

## Additional Information

17. Click the Arrow next to Additional Information
18. Update the Scheduled Weekly Hours as needed. It will default to 40.

▼ **Additional Information**

Job Title Undergraduate Work Study (OPSH, NonEx)

Business Title Undergraduate Work Study (OPSH, NonEx)

Location Weekly Hours 40

Default Weekly Hours 40

Scheduled Weekly Hours 10

FTE 25%

19. Under Additional Job Classification, scroll down to OPS Position Type. Select the appropriate option.

- If Student Health Services employee, select the first box.
- If performing research, select research related.
- If not performing research, select non-Research-related.
- If Resident Assistant (with Housing and Residence Life), select the last box.

20. Input the expected end employment date. This will not terminate their employment. It will be available for reporting purposes.

21. All other fields can remain blank.

22. Enter a comment and attach documents as needed.

23. Click Submit

The screenshot shows a web form for job classification. A dropdown menu titled "OPS Position Type" is open, showing four options with checkboxes:

- ☒ Health Services - Background Check Required (OPS Position Type)
- ☐ Not Research-related - Background Check May Be Required (OPS Position Type)
- ☐ Research-related - Background Check Required (OPS Position Type)
- ☐ Resident Assistants - Background Check Required (OPS Position Type)

The form includes the following fields:

- Job Exempt
- Job Classifications
- Management Level from Job Profile
- Additional Job Classifications
- Workers' Compensation Code from Job Profile: 9101 - College - All Other Employees (United States of America)
- Workers' Compensation Code Override
- Work Shift
- First Day of Work: 08/15/2022
- Continuous Service Date: 08/15/2022
- End Employment Date: MM/DD/YYYY (with a red asterisk indicating it is required)

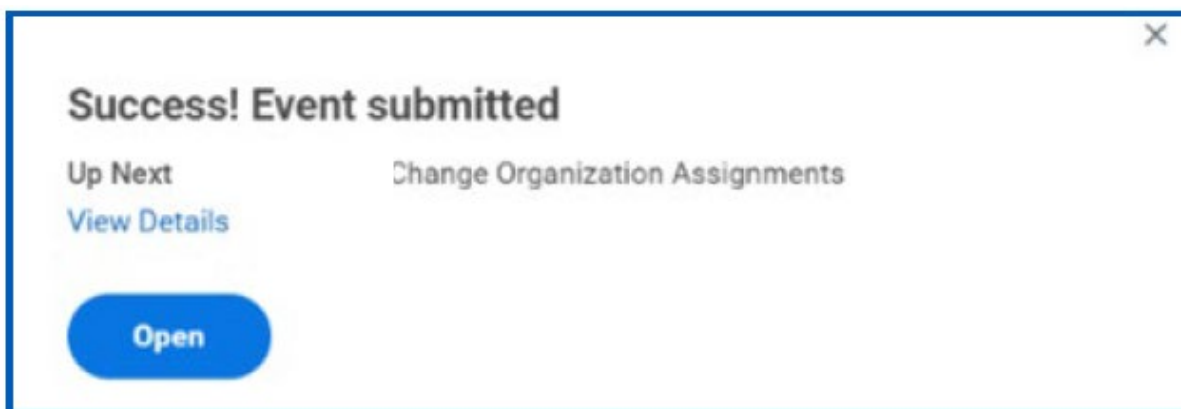
At the bottom, there are three buttons: "Submit" (orange), "Save for Later", and "Cancel".

A Division of Student Success and Well-being  
 Millican Hall, Room 107 ● Orlando, FL 32816-0113 ( ●407 )823-2827● FAX (407) 823-5241  
[www.finaid.ucf.edu](http://www.finaid.ucf.edu)

An Equal Opportunity and Affirmative Action Institution



24. In the Event Submitted pop-up message, click **Open**.



## Organizational Assignment

1. Under Company, select **Organizations**. Then, check the box for **University of Central Florida Board of Trustees**.
2. Under **Cost Center**, search for the correct cost center. *The Cost Center information on the FWS Hire must reflect your department's OPS account.* Select the checkmark to save the information.
3. The other information will default in.
4. Add any applicable comments, attach necessary documents, and click **Submit**.

<b>Company</b>	
Company *	
The University of Central Florida Board of Trustees	
<b>Cost Center</b>	
Cost Center *	
CC10364 Human Resources - General Administration	
<b>Costing</b>	
Program	
PG51 General Administration	

## Compensation

1. Scroll down to the bottom under the Hourly heading. Click on the pencil icon to edit.
2. Input the hourly rate.
3. Add any applicable comments and attach necessary documents.
4. Click Submit.

### Hourly

Assignment Details

- 15.00 USD Hourly added

Plan Name

- Hourly Plan added

Effective Date

- 03/18/2022 added

✕ ✎

Submit Deny Save for Later Close

5. In the Event Submitted pop-up message, click **Open**. Next, the HR Coordinator role will need to assign the costing allocation.

### Success! Event submitted

Up Next: HR Coordinator (Student, GA, Post Doc, Etc.)  
Administration and Finance (Admin Division Stand Alone), Hire...

[View Details](#)

## Suggested Pay Rates

The following suggested pay rates are based on hourly state minimum wage.


Position	Prior to 9/30/22	Effective 10/1/22
Clerical Duties	\$10.00	\$11.00
Customer Service	\$10.00	\$11.00
Lab/Staff Assistant	\$10.00	\$11.00
Manual Labor	\$10.00	\$11.00
Tutoring	\$10.00	\$11.00
Computer Support	\$10.00	\$11.00
Research Assistant	\$10.00	\$11.00
Technical Support	\$10.25	\$11.25
Community Service – ON CAMPUS	\$11.25	\$12.25
Community Service – OFF CAMPUS	\$11.25	\$12.25
Graduate Student Assistants	\$12.75	\$13.25

Please note, fringe benefits cannot be charged to Federal Work Study account.

## Cost Allocation

1. The HR Coordinator role will receive a task in their Inbox to assign the costing allocation.
2. The individual with the HR Coordinator role will click on the task.
3. Under **Costing Allocation**, select **Worker, Position and Earning**.
4. Under **Earning**, Select Work Study Regular - Hourly
5. Select the **Add** Button

### Awaiting Your Action

**Costing Allocation for Hire:**  
Inbox - 3 minute(s) ago

#### Assign Costing Allocation for Hire Employee

28 second(s) ago

##### Event Details

Event Costing Allocation for Hire: .

Effective Date 01/24/2022

##### Include Existing Allocations

From 01/24/2022 To MM/DD/YYYY Refresh Costing Allocation Data

##### Costing Allocation Details

Costing Allocation Level Worker, Position, and Earning

Earning x Work Study Regular - Hourly

Copy Position Restriction Costing Allocation ☐

Add

A Division of Student Success and Well-being  
Millican Hall, Room 107 ● Orlando, FL 32816-0113 ( ●407 )823-2827● FAX (407) 823-5241  
[www.finaid.ucf.edu](http://www.finaid.ucf.edu)



**NOTE:** You will be adding one row.

6. Select the **(+)** to add a number row.
7. Under Costing Company, select **University of Central Florida Board of Trustees**.
8. For this row, enter **your specific Cost Center** from the **Default (as of start)** and the Division will default based on the Cost Center.
9. Under **Fund and Worktag**, select the **(x)** to remove the defaulted value.
10. Under **Worktag**, enter the **Work Study Grant SFA10199 (7/1/22-6/30/23)**. **FD725 (Federal Work Study Federal Share)** will default.
11. Leave **100 %** under **Distribution Percent**.
12. Click **Submit**.

**FD725 Federal Work Study**

**Grant: SFA10199 FN  
AFF-FED FCWSP FY23**

**100**

**Costing Allocation Details**

Costing Allocation Level: **Work, Position, and Earning**

Costing: **Work Study Regular - Hourly**

Copy Position Restriction Costing Allocation: ☐

Copy Costing Allocation: ☐

Start Date: **01/24/2022**

End Date: **MM/DD/YYYY**

Costing Allocation Attachments

Order	Default (As of Start Date)	Required with no Default (Must have Costing Overview)	Costing Company	Division	Cost Center	Fund	Additional Worktags	Distribution Percent	Values Over the Cap
1			The University of Central Florida Board of Trustees	0200 Human Resources	0010000 Human Resources - General Administration	FD725 Federal Work Study	Financial Aid SFA10199 FN AFF-FED FCWSP FY22-2020-21 Program: PG07 Need-Based Financial Education at UCF	100	

100.00%

Remove Add

## Hire Submitted

- The hire has been submitted and now will route through the approval workflow.
- Once the action has been fully approved, the HR Coordinator role will receive a task in their Inbox to complete the onboarding setup.

A Division of Student Success and Well-being  
 Millican Hall, Room 107 ● Orlando, FL 32816-0113 ( ●407 )823-2827 ● FAX (407) 823-5241  
[www.finaid.ucf.edu](http://www.finaid.ucf.edu)

## Important Resources:

Federal Work Study Coordinator	Ziomara Zamora <a href="mailto:workstudy@ucf.edu">workstudy@ucf.edu</a> 407-823-5392	<ul style="list-style-type: none"> <li>• Manages FWS program at UCF</li> </ul>
UCF Human Resources	Department Contact- This would be the HR liaison designated in your department	<ul style="list-style-type: none"> <li>• Initial hire documents</li> <li>• Workday process questions</li> </ul>
Financial Aid Website	<a href="https://www.ucf.edu/financial-aid/types/federal-work-study/">https://www.ucf.edu/financial-aid/types/federal-work-study/</a>	<ul style="list-style-type: none"> <li>• Important dates</li> <li>• Eligibility requirements</li> <li>• Salary rates</li> <li>• Rights &amp; responsibilities</li> </ul>