

Student Federal Work Study and Workday

Quick Reference Guide

Purpose: This document informs HRPs who hire students on the basics of hiring students who have Federal Work Study (FWS) funds.

- If the student you want to hire has a record in Workday the [Add Additional Job](#) business process must be initiated.
- If the student does not have a record in Workday, you should initiate the [Hire](#) process.
- When a student has a Federal Work Study position, that position must be the primary job.
- If a student has more than one Federal Work Study position, the position with the furthest end date will be primary.
- When a Federal Work Study position ends, the [End Additional Job](#) process should be initiated. If the position ending is primary, the [Switch Primary Job](#) business process can be initiated so that the position becomes additional, which will allow the [End Additional Job](#) process to be initiated.

Identify a Qualified Student for Your Work Study Position

- A. Determine if the student has Federal Work Study funds available. HRP can reach out to Jessica Kelly jesskelly@uchicago.edu
- B. The Student needs to access their Federal Work Study Employment Form via the my.uchicago.edu portal.
- C. Upload the completed, dated and signed, (both student portion and department portion) form to Workday during the [Hire](#), [Add Additional Job](#) and Job Change business processes.
- D. Information on the form should match the information entered in Workday. Start Employment Date, End Employment Date, Scheduled Hours Per Week, Job Location, etc.

Information Needed

- The name of the Student Employee
- Knowledge of Basic Workday Business Processes



Supporting Training:

*Foundations of Student
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When Creating Positions for Federal Work Study Students

- A. The Job Posting Title field on the position should indicate work study by beginning or ending with “Work Study” or using the one of the abbreviations, WS or FWS.
 - o For Example: “Ratner – Front Desk – **Work Study**” or “**WS** Ratner Front Desk”
- B. The Job Family and Job Profile fields should be in the Work Study categories.

When Hiring Federal Work Study Students

- A. Search for the student’s Workday record.
(If the student already has a record in Workday, use the [Add Additional Job](#) business process)
- B. During the [Hire](#) process, the scheduled weekly hours must accurately reflect the hours worked per week by the student and the hours entered on the Federal Work Study Employment Form



- C. Federal Work Study funds can only be allocated in current and future pay periods. No retroactive charges can be made to FWS accounts
- D. Once the student has reached the limit of their Federal Work Study award, the department will be charged the full salary of the position. A Non FWS position should be added to the student’s record in Workday and the FWS position should be ended.

Note: An email will be sent to inform the department once the student is under \$500 for their Work Study award funding. Each pay period the department will be notified until the award is fully exhausted.

- o The Federal Work Study position should then be ended using the [End Additional Job](#) business process.
- o The non-work study position should be switched to the primary job by using the Primary Job Switch business process.

When Adding Additional Positions for Federal Work Study Students

- A. When adding the Federal Work Study position, a completed and signed Federal Work Study Form should be uploaded to Workday.
- B. If the student already has a currently active Federal Work Study position, and it is Primary, a Primary Job Switch is not needed. The Student Employment Team will ensure a Limit Override is placed on all additional, active FWS positions.

Position ID	Start Date/Hire Date	Position Start Date	Job Profile	Organization	Pay Rate Type	FTE	Weekly Hours	Total Salary & Allowances	Total Base Pay	
P9104438	01/12/2019	01/12/2021	Student Phys Ed Assistant - 294200	CSL ATH- Athletic Training	Hourly	10.00%	4	\$2,912.00	\$2,912.00	
P9911265	09/30/2019	09/30/2020	Research Asst D (non-exempt)	BSD MED - Section Administrator: Pulmonary Research Staff-Tasali Students	Hourly	32.00%	12			
P99120433	03/30/2020	03/30/2020	BSCD TA Fall '20	College Biological Sciences Collegiate Division	Salary	20.00%	8			
P99127788	08/23/2020	08/23/2020	Student Reimbursement Non-Employee - 312700	Student Reimbursement - Non-Employee	Hourly					
						Total:	62.00%	24	\$2,912.00	



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Student
Employment

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Have a nice Workday