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.
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.
   - 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.