Work Study Placement

This job aid describes the process of placing work study. It contains both the step by step process of entering work study as well as the field names and definitions seen on the screen.

The UM Work Study Placement page group links the employment record to an item type for a specified term.

In order to place a student in work study, two events must have occurred:

1) Student received and accepted a work study award from Financial Aid.
2) At least one job record must exist for the student.

When adding an award, a majority of the award information will default and cannot be changed.

Navigate to: Main Menu > UM Work Study > UM WS Award Placement

When searching for a work study record, these fields must be populated: Empl ID, Academic Institution (campus) and Aid Year.

Search results will only return students that have accepted a work study financial aid award. If the search does not produce any results, check with the Financial Aid Office to confirm an award was accepted.
Work Study Placement (cont.)

The top section of the page is populated by the financial aid office of each campus. The WS (Work Study) Earned, Accepted Balance, Remaining, and WS ETD (Earned to Date) are calculated amounts updated through the last pay period processed.

![Image of WS Placement](image)

Effective dated rows affect all jobs associated with the item type. A row would be inserted when changing the status of an existing job or adding a job. An effective sequence would be used if two jobs are linked on the same day.

Note: An employee may have multiple jobs for an item type but not multiple item types for a job record.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>First day of the first pay period when student will work or when status of job</td>
</tr>
<tr>
<td></td>
<td>record changes.</td>
</tr>
<tr>
<td>Effective Sequence</td>
<td>Used when multiple actions happen on the same effective date.</td>
</tr>
<tr>
<td>Job Sequence</td>
<td>Starts with ‘1.’ A new job sequence would be established when the item type</td>
</tr>
<tr>
<td></td>
<td>applies to more than one employment record number with the same effective dated</td>
</tr>
<tr>
<td></td>
<td>row.</td>
</tr>
</tbody>
</table>
**Work Study Placement (cont.)**

**Empl Record**
Identifies the employment record number receiving the work study award.

**Third Party**
Central use only.

**Placement Status**
The status is input by the user when updating the work study record placement.
- **Placed**: Entered to indicate a student has been placed in a work study job linked to an item type.
- **Earned Maximum**: Automatically assigned by the payroll system when the award level has been met. Indicates the student has been paid the full work study amount accepted.
- **Not Placed**: System default. Indicates student has not been placed.
- **Terminated**: When a job record has been terminated, an effective dated row must be inserted and the placement status would need to be manually changed.

**Placement Date**
(mmddyy) Defaults to the system date. Do not change.

**WS Allocated**
The portion of work study allocated to the indicated employment record.

**Remaining**
Accepted WS minus earned WS amounts already paid. The amount is updated through the last pay period processed.

**Department**
Defaults from the Job Data employment record.

**Job Code**
Defaults from the Job Data employment record.

**<Job Summary>**
Click this link to display a summary screen of Job Data information.

**WS ETD**
Work study earned to date. The amount is updated through the last pay period processed.
The UM WS Awd Job Dtl tab displays the amount paid each pay period.

The UM WS Awd Term tab displays the work study accepted balance and work study earned amounts.

WORK STUDY HELPFUL HINTS

- The deadline for entering data mirrors the deadline for payroll close.
- Calculated fields will update each pay period.
- Departments will need to update this page whenever there is a change to the job status, such as termination or transfer.
- Charges that exceed the work study amount will automatically be charged to the same combo code for the position.
- Jobs cannot be linked to more than one item type.
- UM Reports may be reviewed after each pay period.
- Financial aid offices on each campus will update work study award information respectively.