

How to Process a New Hire Form for Work-Study Students

- 1) Complete all of the other hire/rehire/transfer information as normal for any other employee.
- 2) In the costing section of the form, enter the object code associated with the appropriate work-study program for that student.
- 3) If you wish to pay the student a supplement, in the costing section of the form, determine the % of the supplement and enter that as the % distribution on the 6110 or 6120 line. Enter the remaining % to be paid by work-study on the work-study line.

Example: Work-Study award is \$9.20/hour. Department wishes to pay employee \$10/hour. The supplement is \$.80; this is equal to 8%. The work-study distribution is 92%.

- 4) The table below indicates the object codes associated with each of the work-study programs:

Object Code	Earnings Code	Program	Student Status
0151	WSN	WS Non-Profit	N/A
0139	WST	WS On-Campus	Registered
0147	WST	WS On-Campus	Unregistered
0141	WSA	WS America Reads	Registered
0157	WSA	WS America Reads	Unregistered
0143	WS1	WS Community Service (90%)	Registered
0155	WS1	WS Community Service (90%)	Unregistered
0145	WS2	WS Community Service (75%)	Registered
0153	WS2	WS Community Service (75%)	Unregistered
0149	WSP	WS For-Profit	N/A