

How To Report Time for Work-Study Students

- 1) The work-study student or their timekeeper should enter the total hours worked per day by the employee.
- 2) The Time Reporting Code (time type) selected should be the one that is associated with the program from which the student was awarded work-study. These codes are indicated in the table below under the Earnings Code column.

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

- 3) If the student is to be paid a supplement, Time Administration will generate the supplemental amount as a dollar amount. It will be the per hour supplement multiplied by the total hours reported for each day. This code will require approval in order to be paid.
- 4) The work-study earnings and the supplement will be reflected as two separate lines on the employee's paycheck. The work-study line will reflect the hours worked and the supplement line will be reflected as a dollar amount.
- 5) Example:
 - Work-study award is \$9.20/hour.
 - Department wishes to pay employee \$10/hour.
 - The supplement is \$.80/hour
 - Employee works 20 hours.
 - Reported time = 20 hours regular payable time = 20 hours reg, \$16 supplement.
 - Employee Paycheck Gross = \$200, Work Study Code = \$184, Supplement = \$16.