

Human Capital Management: Quick Reference

Work Study Designation

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Employees can only have a work study indicator if they are in an active employment status and in an eligible job code on the effective date entered.

When Adding Work Study Employees:

The effective date is the first day of the pay period the employee will begin work study compensation.

When Ending Work Study:

The effective date and end date should be the pay period begin date of the first pay period in which work study hours should no longer be calculated.

Job Changes that Automatically End Work Study Indicator:

- Employment status is no longer Active
- Job code change to ineligible job code
- Position change
- Department change

Work Study Eligible Jobs:

- 4101: Student Asst I
- 4102: Student Asst II
- 4103: Student Asst III
- 4104: Student Asst IV
- 4105: Student Asst V
- 4106: Student Asst VI
- 4201: Student Off-Campus Work Study
- 4202: Off-Campus Work Study No WC

Employee [REDACTED]

Empl ID [REDACTED]

Empl Record [REDACTED]

Enter the effective date as the start date of the first pay period of the term, or if the term has already begun, use the start date of the current pay period that will be processed.

Job Information				Find View All	First	1 of 1	Last
Effective Date	05/08/2016	Effective Sequence	0	Payroll Status	Active		
Department	10219	Sociology					
Job Code	4106	Student Asst VI					
Position Number	00724918	Student Asst VI					

Work Study Indicator				Find View All	First	1 of 1	Last
*Effective Date	<input type="text" value="06/17/2017"/>	Effective Sequence	0	End Date	<input type="text"/>		
Last Update User ID CONVERSION				Updated on 06/14/17 1:46:46PM			

FAQ

Q: What does active employment status mean?

A: The payroll status is Active on the employee's job data record. The employee has not been changed to a status of Short Work Break, Termination, etc.

Q: Who do I contact if I am unclear on how to set up an employee on work study?

A: Contact the Student Employment Office at your local campus for assistance.

Q: Can I enter a student into the work study eligibility table with a future effective date?

A: Yes. However, be cautious of entering transactions too far in advance, because other changes may be necessary.