

Federal Work Study (FWS) – Key Points, Cognos, Monitoring, Process and Helpful Hints

FA PAPERWORK CHECKLIST – BEFORE A STUDENT CAN BEGIN WORK.

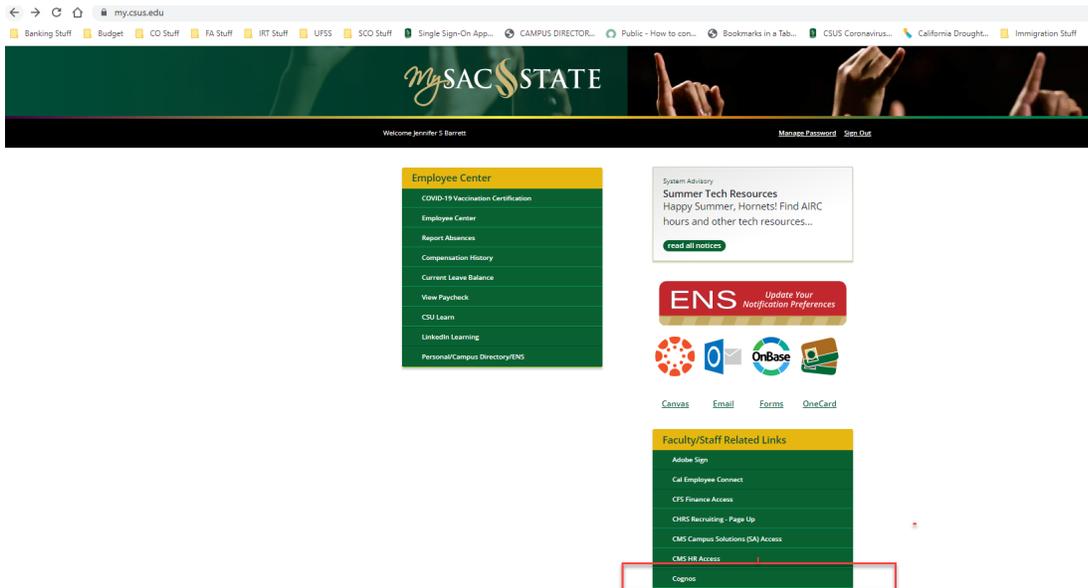
1. Department received FWS Funding Allocation Form
2. Confirm student FWS eligibility by requesting screenshot of award package from student
3. ITH – Intent to Hire - <https://www.csus.edu/apply/financial-aid-scholarships/work-study/>
4. Student Employment Confirmation received by student from Student Employment Office (SEO)
5. Financial Aid Office Accepts student award once all required hiring documents are verified as received
6. Student cannot begin working until the semester begins and must remain in Good Academic Standing. Students cannot work in more than one FWS position at a time.
7. SEPTF – Student Employment Personnel Transaction Form - https://www.csus.edu/administration-business-affairs/internal/your-hr/employment-services/internal/documents/hiring-manager-forms/student_hiring_manager_packet.rev20211.pdf
8. Be sure to use the correct position #. These map to the correct account, fund and dept id. New position numbers can be requested using this form from the Budget Office. https://www.csus.edu/administration-business-affairs/internal/documents/aba-pdfs/request_for_new_pos_no_2020-07.pdf. Already existing position #'s can be found by running the SACHR025 report. Navigation: My Sac State/CMS HR Access/Organizational Development/Position Management/Sacramento Custom Reports/SACHR025. This report can be limited by dept id. Some staff may not have access to this report. In this case, please contact your College Resource Analyst (CRA). They should be able to run the report.

SACHR025	Report Date:	7/8/20							
Position	Descr	Effdate	Jobcd	Emplid-Rcd	FisYr	Acct	Fund	Class	Rept To -
#####	Stdnt Trainee On-Cmps WS	7/1/2018	1871	Vacant	2022	602001	MDS01		00012911

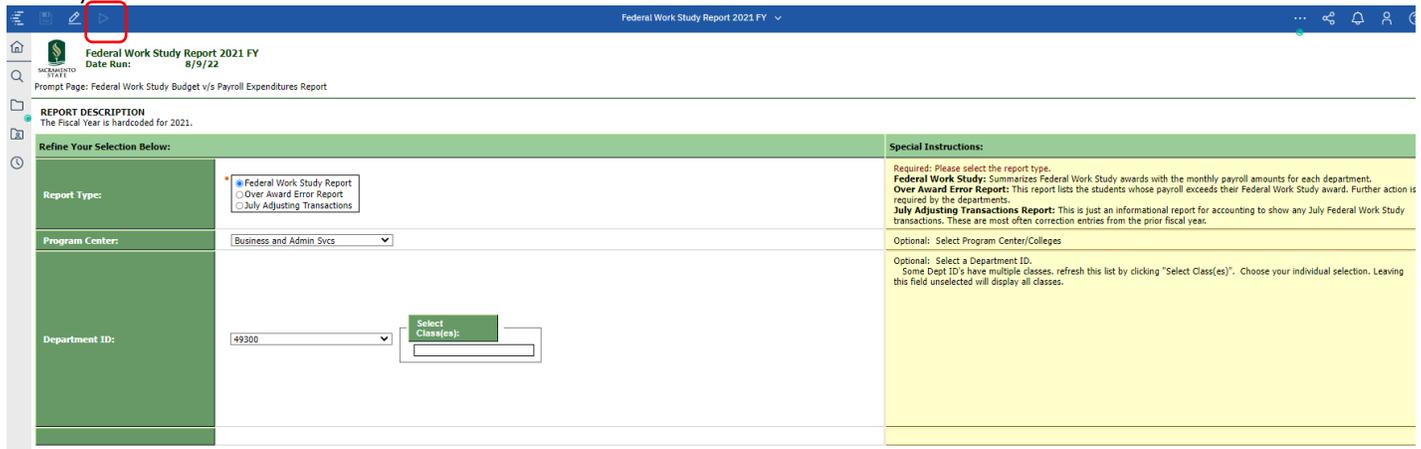
BUDGETS AND RECONCILIATION ONCE STUDENTS ARE HIRED

9. Cognos and Budget Tracking – for both Student Budget and Department Budget

From Sac State sign on page – click on Cognos then follow this navigation - Team Content/Financial Reporting/Departmental Reporting/Federal Work Study Report 2223 FY. The FY 22/23 report won't return anything until we load LCD data.



Use dropdowns to select your program center, dept id and class (if needed). You can run as pdf or Excel (click arrow below)



Report can be either pdf or Excel

Federal Work Study Budget v/s Payroll Expenditures Report
Federal Work Study Report
 Report Run Date: **Aug 9, 2022**
 Fiscal Year: **2021**
 Program Center: **Business and Admin Svcs**
 Department ID Selection: **49300**
 Report Type: **Federal Work Study Report**

Admin and Business Affairs

Business and Admin Svcs

Department Information:
49300 - University **University Class Information:**

Emplid	StudentName	Award Amount	Amount	Aid_Year	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Paid	Award Remaining
3012		\$1,500.00	60.001	2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00	937.50	325.50	0.00	\$1,443.00	\$57.00
Total Award Amount:		\$1,500.00	Department Allocated Budget: \$1,443.00										Department Payroll Total Expense: \$1,443.00		Total Award Remaining: \$57.00		
																Department Budget Remaining: \$0.00	

* If any amounts that are negative means either the student has spent their budget or the department /agency has spent their budget or both.

TYPICAL CORRECTIONS AND TIMING

Example of reconciling issues - It is determined that a student is in the wrong dept id, or should not be paid as FWS (602001), but should be a student assistant (601303)

- a. 674 Adjustment/Form – Payroll Office -> State Controller Office (SCO) - > Pay Tape Load to LCD - > GL/Cognos Report

Timing – Request sent to the Payroll Office before the third week of each month to get posted in next LCD (Labor Cost Distribution) run at the end of the month. Use from August through March/April, because there is enough time to get the correction all the way through the process. If an item is pending with the SCO at 6/30/22, it creates a problem for year end close.

- b. LCD Adjustment through the Budget Office – this acts like an Expenditure Transfer but processes through LCD. This keeps the LCD and the GL in sync. Use from April through June.
- c. Journal entry/expenditure transfer – used as a last resort. Prefer to use this only when other options are not available. Mostly used at year end when the reconciliation process reveals an overage in either student budget, or department budget. At this point the only real option is to move the earnings from FWS (602001) to Student Assistant (601303). This means that the department will cover 100% of the earnings rather than the 30% for FWS. These take considerable time to identify and correct, so Financial Aid, Budget and Accounting would appreciate your diligence to help us to minimize this type of correction.