

**Work Instruction**

**Processing Work-Study Students**

**Purpose**

Refer to this documentation when:

- Hiring a new work-study student
- Rehiring a currently separated work-study student (with an existing employee record in the UC Flex system)
- Hiring a current work-study student into an additional assignment – this may occur when the work-study student will soon reach the maximum allowable amount on the work-study grant or the grant will soon expire. An additional assignment into a Student Worker pooled position may be required.
- Transferring a work-study student into another organizational unit – this may occur when the work-study student has reached the maximum allowable amount on the work-study grant. A reassignment into a Student Worker pooled position may be required.

**Business Process Information**

**Position Information:**

Work-Study student positions are pooled positions. This means each organizational unit has a single work-study position and all work-study students in that organization occupy the same position.

Students hired into a work-study position must be eligible to receive federal financial aid. If you have any questions on a student's eligibility, contact the Financial Aid office.

**Key Data Structure:**

Work-Study Students are assigned to the following Key Data Structure areas:

**Personnel Area:** UC02 Univ. of Cincinnati (KRONOS)

**Personnel Subarea:** U008 UNREP – HOURLY

**Employee Group:** 2 Active – Non-exempt

**Employee Subgroup:** S1 - Student

**Pay Information:**

Work-study students, like all students, are paid bi-weekly. There are two components that make up work-study student's total pay rate: Basic Pay on Infotype 8 and Recurring Payment on Infotype 14 in the employee record. It is important to understand how the two components of work-study student pay is set up in the UC Flex system. Twenty five percent of the employee's pay is set up on the Basic Pay Infotype 8 and is paid by the employee's organizational unit. The remaining 75% is covered by a work-study grant, which is set up on the Recurring Payment Infotype 14.



When entering the recurring payment information, the **Begin date** should always be the **first day of a bi-weekly pay period** and the **End date** should always be the **last day of a bi-weekly pay period**.

*Title: Processing Work-Study Students*  
**Functional Area :**  
**Course :**  
**Role :**

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For example: Assume the work-study student's pay rate is \$6.50 per hour. The portion paid by the department is 25% (\$1.50 per hour) which goes on the Basic Pay Infotype 8. The cost distribution for the basic pay is inherited from the position. The portion paid by the grant is 75% (\$5.00 per hour) and is entered on the Recurring Payment Infotype 14. The cost distribution for the grant is also entered on Infotype 14.

Work-study Students are paid for the hours they report via KRONOS. All hours should be reported using REG. When REG is reported in KRONOS, it will automatically pay the basic pay Infotype 8 and Infotype 14. If time is entered under the code WSR, they will not be properly paid.

**NOTE:** Pointing for a work-study position is NOT allowed in KRONOS.


If a new student is not set up in KRONOS in time for the Payroll interface, which runs every other Tuesday morning before payroll, a Time Correction form will need to be submitted with the employee's hours in order for the employee to be paid.

#### Helpful Hints

- Work instructions for UC Flex transactions are located on the UC Flex Help Website at <http://www.ucflex.uc.edu/help>.
- If you have questions on these processes, please contact Leigh Willis ([willish@ucflex.uc.edu](mailto:willish@ucflex.uc.edu)) at 556-9878.

**Procedure**

1. The department performs one of the following:



If	Go To
Hiring a work-study student or transferring a work-study student into your organizational unit  <b>As of November 1, 2006, all University hiring will be performed using PeopleAdmin.</b>	<a href="#">Step 2</a>
A work-study student was converted to the new UC Flex system and was approved beyond July 1, 2006	<a href="#">Step 8</a>
Extending a work-study student	<a href="#">Step 8</a>
Changing the basic pay cost distribution (IT 0027)	<a href="#">Step 10</a>
A work-study student performs work for a different organizational unit	<a href="#">Step 11</a>
A work study student is to be paid at a different pay rate	<a href="#">Step 11</a>
Separating a work-study student	<a href="#">Step 13</a>

2. The department uses the **PPOSE, Organization and Staffing Display** transaction to confirm the work-study position exists in their organizational unit.



For step-by-step instructions, refer to the **Display Organization and Staffing Data, PPOSE** work instruction by clicking on the link below.  
<http://www.ucflex.uc.edu/help/nav/reporting/course/hr%20display%20and%20reporting%20for%20decentral%20users/2130/index.htm>.

3. Perform one of the following:

If the Work-Study Position	Then
Does not exist in your organizational unit	<ol style="list-style-type: none"> <li>1. The department completes the Position Maintenance Request (PMR) form to request a pooled work-study position be created in their organizational unit.</li> </ol> <div style="margin-left: 20px;">  Be sure to select <b>Create a position</b>.         </div> <ol style="list-style-type: none"> <li>2. The department submits the PMR form for the appropriate approvals.</li> <li>3. The OM/Compensation group receives the approved form.</li> <li>4. The OM/Compensation group creates the position in UC flex.</li> <li>5. The department validates the position has been created using the <b>PPOSE, Organization and Staffing Display</b> transaction.</li> </ol> <div style="margin-left: 20px;">  Refer to the <b>Display Organization and Staffing Data, PPOSE</b> work instruction.         </div>
Does exist in your organizational unit	Continue to the next step.

4. The department reviews the employee status in the **Pers.Assgn** field in the **PA20, Display HR Master Data transaction** to determine whether the student is a new hire to the University, has an active employee status (is currently working in a position at the University), or has a withdrawn (separated) employee status.



When the **Pers.Assgn** field is white, the employee has multiple personnel assignments. You must click on the drop-down menu to review the status for all personnel assignments.



For step-by-step instructions, refer to the **Display Employee Master Data, PA20** work instruction by clicking on the link below:  
<http://www.ucflex.uc.edu/help/nav/reporting/course/hr%20display%20and%20reporting%20for%20decentral%20users/2190/index.htm>.



5. The department performs one of the following:




<b>If the Student</b>	<b>Then</b>	<b>Go To</b>
Is a new hire to the University	Initiate the New Hire process.	<a href="#">Step 6</a>
Is a current active employee	Initiate the Additional Assignment process.	<a href="#">Step 6</a>
Has been separated and has a withdrawn status	Initiate the Rehire process.	<a href="#">Step 6</a>
Is transferring from or to another organizational unit	Initiate the Organizational Reassignment process	<a href="#">Step 6</a>



6. Perform one of the following:






The below procedures assume that the position has already been posted, the candidate has been selected, the offer letter (if applicable) has been extended to the candidate, and the candidate has accepted the offer.

If Processing	Then
<p>A new hire through <b>People Admin</b></p>	<ol style="list-style-type: none"> <li>1. The department initiates the Hire Action in PeopleAdmin.</li> <li>2. The department enters their portion of the work-study student's pay rate (25%) on the <b>Post Hire Detail</b> tab in the <b>Pay</b> field.</li> <li>3. The Department enters the recurring payment information for the Grant portion of the work-study student's pay rate on the <b>Hiring Proposal</b> tab in People Admin.</li> <li style="padding-left: 20px;"> The Department does Not submit a Recurring Payment PCR for the initial hire. This will be entered into UC Flex by the HR Service Center.</li> <li>4. The HR Service Center creates the employee record in UC Flex.</li> <li>5. The HR Service Center enters the recurring payment information in UC Flex.</li> <li>6. The new employee record is transferred to KRONOS via the nightly interface.</li> <li>7. The PCR Initiator assigned to the organizational unit for which the new employee resides, receives an email notification stating the employee record has been created in KRONOS.</li> <li>8. If the PCR initiator and the timekeeper are not the same person, the PCR initiator notifies the timekeeper when the new employee record has been created in KRONOS.</li> <li>9. The timekeeper completes the following required information in KRONOS for the new student worker: <b>Pay Rule, Schedule, Device Group (if applicable), Badge Number (if applicable), and Timekeeper's phone number</b> (Phone 3).</li> <li>10. The department verifies the employee record, Infotypes 1, 8, 14, and 27, in UC flex using the <b>PA20, Display HR Master Data</b> transaction.</li> <li>11. The department verifies the employee is in the appropriate organizational unit and position using the <b>PPOSE, Organization and Staffing Display</b> transaction.</li> <li style="padding-left: 20px;"> If the department notes any inaccurate information, they should call the HR Service Center at 556-2451.</li> </ol>

If Processing	Then
<p>An additional assignment</p>  <p>As of November 1, 2006 all University hiring will be performed through PeopleAdmin.</p>	<ol style="list-style-type: none"> <li>1. The department initiates the additional assignment using the online <b>Hire Form</b>.</li> <li>  <p>The following fields on the Hire form have drop-down menus from which you <b>MUST</b> make a selection:</p> <ul style="list-style-type: none"> <li>• Personnel Action type and reason code</li> <li>• Location</li> <li>• Suffix</li> <li>• Job Type</li> <li>• Pay Term (Bi-Weekly) – <b>Always select Bi-Weekly</b></li> <li>• Other</li> <li>• Wage Type (located in the <b>Recurring Payments</b> section)</li> </ul> </li> <li>2. The department selects <b>Additional Assignment</b> from the drop-down menu in the <b>Personnel Action type and reason code</b> field.</li> <li>3. The department enters the required information on the Hire form.</li> <li>4. The department enters their portion of the work-study student's pay rate (25%) in the <b>Annual Salary or Hourly Rate</b> field.</li> <li>5. The department enters the initial recurring payment information for the grant portion of the work-study student's pay rate on the <b>Hiring Proposal</b> tab in People Admin. The Basic Pay information is entered in People Admin at the time of hire as well.</li> <li>6. The department prints the completed form and submits it for the appropriate approvals.</li> <li>7. The approved Hire information is received in the HR Service Center and the Hire action is performed in UC Flex.</li> <li>8. The HR Service Center enters the recurring payment information in UC Flex.</li> <li>9. The additional employee personnel assignment is transferred to KRONOS via the nightly interface.</li> <li>10. The PCR initiator assigned to the organizational unit, for which the employee has been assigned, receives a system generated email stating the additional assignment has been created in KRONOS.</li> <li>11. If the PCR initiator and the timekeeper are not the same person, the PCR initiator notifies the timekeeper when the new employee record has been created in KRONOS.</li> <li>12. The Department verifies the employee record for the appropriate personnel assignment, Infotypes 1, 8, 14, and 27, in UC flex using the <b>PA20, Display HR Master Data</b> transaction.</li> <li>13. The department verifies the employee exists in the appropriate organizational unit and position using the <b>PPOSE, Organization and Staffing Display</b> transaction.</li> </ol>  <p>If the department notes any inaccurate information, they should call the HR Service Center at 556-2451.</p>

If Processing	Then
<p>A rehire through PeopleAdmin</p>	<ol style="list-style-type: none"> <li>1. The department checks Infotype 0000 in the employee record in UC flex for the effective date of separation, using the <b>PA20, Display HR Master Data</b> transaction.</li> <li>2. The department initiates the Rehire Action in PeopleAdmin and selects either <b>Return without Service Break</b>, if the employee has been separated for 30 days or less, or <b>Return with Service break</b> if the employee has been separated from the University for more than 30 days.                     <div style="margin-left: 20px;">  <p>If the employee was separated more than a year ago, the I-9, DMA, tax withholdings and any other applicable new hire forms are required.</p> </div> </li> <li>3. The department enters their portion of the work-study student's pay rate (25%) on the <b>Post Hire Detail</b> tab in the <b>Pay</b> field.</li> <li>4. The department enters the recurring payment information for the grant portion of the work-study student's pay rate on the <b>Hiring Proposal</b> tab in People Admin.</li> <li>5. The HR Service Center creates the employee record in UC Flex.</li> <li>6. The HR Service Center enters the recurring payment information in UC Flex.</li> <li>7. The employee's new personnel assignment record is transferred to Kronos via the nightly interface.</li> <li>8. The PCR initiator assigned to the organizational unit, for which the employee has been assigned, receives a system generated email stating the new personnel assignment has been completed in KRONOS.</li> <li>9. If the PCR initiator and the timekeeper are not the same person, the PCR initiator notifies the timekeeper when the employee record has been created in KRONOS.</li> <li>10. The timekeeper completes the following required information in KRONOS for the new student worker: <b>Pay Rule, Schedule, Device Group, Badge Number, and Phone 3.</b></li> <li>11. The department verifies the employee record, Infotypes 1, 8, 14, and 27, in UC flex using the <b>PA20, Display HR Master Data</b> transaction.</li> <li>12. The department verifies the employee is in the appropriate organizational unit and position using the <b>PPOSE, Organization and Staffing Display</b> transaction.                     <div style="margin-left: 20px;">  <p>If the department notes any inaccurate information, they should call the HR Service Center at 556-2451.</p> </div> </li> </ol>

If Processing	Then
<p>An organizational reassignment</p>  <p>As of November 1, 2006 all University hiring will be performed through PeopleAdmin.</p>	<ol style="list-style-type: none"> <li data-bbox="631 327 1448 386">1. The department initiates the Organizational Reassignment process using the online <b>Hire Form</b>.</li> <li data-bbox="631 386 1448 751">  <p>The following fields on the Hire form have drop-down menus from which you <b>MUST</b> make a selection:</p> <ul style="list-style-type: none"> <li>• Personnel Action type and reason code</li> <li>• Location</li> <li>• Suffix</li> <li>• Job Type</li> <li>• Pay Term (Bi-Weekly/Monthly) – <b>Always select Bi-Weekly</b></li> <li>• Other</li> <li>• Wage Type (located in the <b>Recurring Payments</b> section)</li> </ul> </li> <li data-bbox="631 751 1448 848">2. The department selects <b>Organizational Reassignment – Lateral Transfer</b> from the drop-down menu in the <b>Personnel Action type and reason code</b> field.</li> <li data-bbox="631 848 1448 890">3. The department enters the required information on the Hire form.</li> <li data-bbox="631 890 1448 957">4. The department enters their portion of the work-study student's pay rate (25%) in the <b>Annual Salary or Hourly Rate</b> field.</li> <li data-bbox="631 957 1448 1033">5. The department enters the initial transfer recurring payment information on the <b>Hiring Proposal</b> tab in People Admin.</li> <li data-bbox="631 1033 1448 1100">6. The department prints out the completed form and submits it for the appropriate approvals.</li> <li data-bbox="631 1100 1448 1167">7. The HR Service Center performs the Organizational Reassignment (Transfer) action in UC Flex.</li> <li data-bbox="631 1167 1448 1234">8. The HR Service Center enters the recurring payment information in UC Flex.</li> <li data-bbox="631 1234 1448 1310">9. The employee's new personnel assignment record is transferred to KRONOS via the nightly interface.</li> <li data-bbox="631 1310 1448 1411">10. The PCR initiator assigned to the organizational unit that the employee has been transferred to receives an email notification stating the employee record has been created in KRONOS.</li> <li data-bbox="631 1411 1448 1507">11. The department verifies the employee record for the appropriate personnel assignment, Infotypes 1, 8, 14, and 27, in UC flex using the <b>PA20, Display HR Master Data</b> transaction.</li> <li data-bbox="631 1507 1448 1583">12. The department verifies the employee is in the appropriate position using the <b>PPOSE, Organization and Staffing Display</b> transaction.</li> </ol>  <p>If the department notes any inaccurate information, they should call the HR Service Center at 556-2451.</p>

7. Return to Step 1 if you need to perform additional actions on a work-study student. If you have completed the appropriate actions, close out of this document.
8. The PCR Initiator enters a Recurring Payment PCR to extend the work-study student.



All work-study students who were converted to the new UC Flex system were set to end on July 1, 2006. Any work-study students, who were approved beyond July 1, need to be extended with a Recurring Payment PCR.



If you realize, after a Recurring Payment PCR has been processed, that data was entered incorrectly, contact the HR Service Center. Please **DO NOT** enter another Recurring Payment PCR to correct the data.



For step-by-step instructions, refer to the **Enter New Recurring Payment PCR (MSS)** work instruction by clicking on the link below.

[http://www.ucflex.uc.edu/help/nav/manager%20self%20service%20\(mss\)/course/initiating%20and%20approving%20personnel%20change%20requests/2188/index.htm](http://www.ucflex.uc.edu/help/nav/manager%20self%20service%20(mss)/course/initiating%20and%20approving%20personnel%20change%20requests/2188/index.htm).

9. Return to Step 1 if you need to perform additional actions on a work-study student. If you have completed the appropriate actions, close out of this document.
10. The PCR Initiator enters a Cost Distribution PCR.



For step-by-step instructions, refer to the **Enter Cost Distribution PCR (MSS)** work instruction by clicking on the link below.

[http://www.ucflex.uc.edu/help/nav/manager%20self%20service%20\(mss\)/course/initiating%20and%20approving%20personnel%20change%20requests/2193/index.htm](http://www.ucflex.uc.edu/help/nav/manager%20self%20service%20(mss)/course/initiating%20and%20approving%20personnel%20change%20requests/2193/index.htm).

11. The department must initiate the Additional Assignment process documented in Step 6.



There is NO pointing allowed in KRONOS for a work-study personnel assignment. If a department, outside of the organizational unit in which the work-study position resides wants to use the work-study student for a temporary assignment, that assignment will need to be processed as an additional assignment. Also, if a work-study student performs work at a different pay rate, that work needs to be processed as an additional assignment.

12. Return to Step 1 if you need to perform additional actions on a work-study student. If you have completed the appropriate actions, close out of this document.
13. The PCR Initiator must enter a Separation PCR.



For step-by-step instructions, refer to the **Enter Separation PCR (MSS)** work instruction by clicking on the link below.

[http://www.ucflex.uc.edu/help/nav/manager%20self%20service%20\(mss\)/course/initiating%20and%20approving%20personnel%20change%20requests/2187/index.htm](http://www.ucflex.uc.edu/help/nav/manager%20self%20service%20(mss)/course/initiating%20and%20approving%20personnel%20change%20requests/2187/index.htm).

14. Return to Step 1 if you need to perform additional actions on a work-study student. If you have completed the appropriate actions, close out of this document.