

COSTING OPTIONS FOR WORK STUDY STUDENTS

Now you can add a costing allocation for your Work Study students that are working on a grant. **Below are instructions for entering the correct Earning type, Cost Center, and its corresponding percentile.**

FOR STUDENTS IN THE FEDERAL WORK STUDY PROGRAM:

Earning is WSF, **Cost Center** is 69-1100 for 60% (the Cost Center number for Federal Work Study does not change from year to year). The additional 40% is the department cost for the work study earnings. This can be one budget at 40% or two budgets at 20%.

Assign Costing Allocation

For detailed instructions to successfully execute this process, see the [User Guide](#).

Worker Costing

Worker:

Position *

Earning:

Default Organizational Assignments (As of Start Date)

Cost Center: 741301 EXPERIENTIAL LEARNING

e)	*Worktags	*Distribution Percent
	<input type="text" value="Cost Center: 691100 FED WORK STUDY PROGRAM"/>	<input type="text" value="60"/>
	<input type="text" value="X Cost Center: 629890 SYNTHETASE INHIBITORS"/>	<input type="text" value="40"/>
	<input type="text" value="X Grant: 5 R01 AI 097177-06"/>	
		100.00%

FOR STUDENTS IN THE STATE WORK STUDY PROGRAM:

Earning is WSS; starting 7/1/2018, **Cost Center** is 69-7900 for 60% (the Cost Center number for the State Work Study Program changes every fiscal year - you should always validate the cost center number for a state work study student before adding a costing allocation). The additional 40% is the department cost for the work study earnings. This can be one budget at 40% or two budgets at 20%.

Assign Costing Allocation

For detailed instructions to successfully execute this process, see the [User Guide](#).

Worker Costing

Worker: X WorkStudy, State

Position *: X PN-0091448 Student Assistant (NE H) - WorkStudy, State

Earning: X WSS-Work Study State Program

Default Organizational Assignments (As of Start Date)

Cost Center: 060210 ARCHITECTURE

*Worktags	*Distribution Percent
Cost Center: 697900 STATE WORK STUDY 17/18	60
X Cost Center: 629890 SYNTHETASE INHIBITORS	40
X Grant: 5 R01 AI 097177-06	
	100.00%

If the Work Study student is always paid only on one budget (**and that is not a grant**), it can be their default budget. If no overrides are entered for the costing the earn code of WSF and WSS will automatically pick up the appropriate 60% change in the payroll processing.

NOTE ON TIME BLOCK COSTING

No costing should ever be added to a Time Tracking time block for a Work Study student. This kind of override will stop the 60% Work Study charge against the earnings.