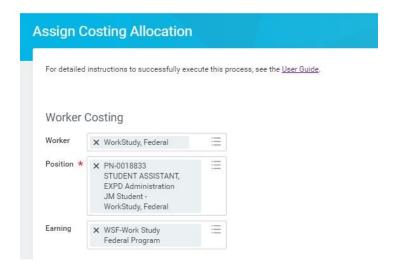
COSTING OPTIONS FOR WORK STUDY STUDENTS

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.

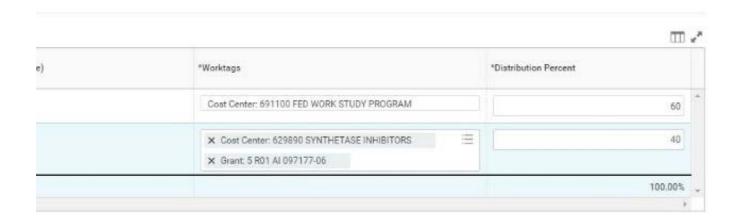
FOR STUDENTS IN THE FEDERAL WORK STUDY PROGRAM:

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%.



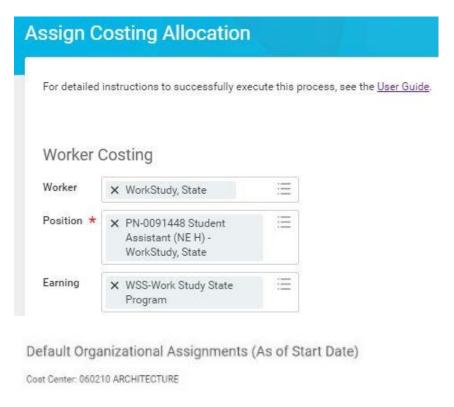
Default Organizational Assignments (As of Start Date)

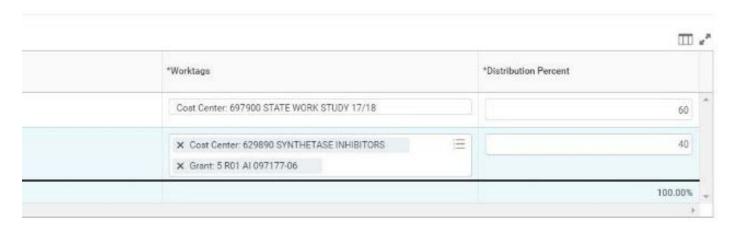
Cost Center: 741301 EXPERIENTIAL LEARNING



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%.





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.