**Work Study Procedures**

How to process students who have Work Study (WS) and/or find a student with the funding:

1. Advertise a WS position in AGGIE Handshake
2. Select student(s)
3. Have student complete the self-disclosure form, if needed. Check PEAMEPL.
4. Create a WS EPAF:
   - The position number changes to a P04XXX. The account number changes to 625500.
   - Your index number stays the same. What occurs, behind the scenes, is payroll charges you 100% and then reimburses you 75% at the end of the month.
   - Know that the award the student was given is the 100% amount. Example: $4000 awarded means your department pays $1000 and the WS funding covers $3000. **IF**-your student works enough to earn all of the funding.
   - Also, be aware that you must pay the same wage as if you were covering 100%. You cannot pay more, or less, because the student has funding.
   - Work Study hours do not count against ACA hours. The government has made these hours an exception.
5. Create a Work Study Agreement (WSA) in Service Now:
   - Go to Service Catalog>Student Services>Student Employment>Work Study agreement.
   - Fill out completely, matching information in your EPAF.
   - After this is complete, the program will automatically send the student an email (to their preferred email address in Banner) asking them to approve the form (an electronic signature). Once the student completes the request, the same email will go to the supervisor for their approval. Once this is done we can match the EPAF and WSA and complete the process.
6. Everything else is just the same as a normal hiring. They are paid on the 10\textsuperscript{th} and 25\textsuperscript{th} of each month.
7. You can monitor the students remaining funding by using the following ARGOS report:
   - Open up banner.usu.edu
   - Click on Evisions – towards bottom
   - Argos Web Viewer
   - Finance
   - DPBSVS – Business Services
   - FIN Federal Workstudy Balance

You can click on the individual students to see their payroll information to help you gauge how much longer they can be in the position before funds will run out.

You can also click on the gear icons to export the report to CSV.

It takes 2-3 days to catch up to the current payroll, so be aware of this when using the report near deadlines.