

Creating Federal Work-Study (WKSTY) Documents in WebDFS
Revised 8/06/2015

Guidelines for Federal Work-Study students are handled by the Office of Student Financial Aid. Please refer to their Federal Work-Study Guidebook at <http://osfa.uga.edu/fws/>.

Creating a Federal Work-Study (WKSTY) document using WebDFS:

1. When you create the document use the short title of **WKSTY** for Federal Work-Study and use “**L A**” for the position number and occurrence.
2. On the Employee Information:
 - a. Payroll Status must be **UGA Student**
 - b. Wage Type should be Non-Exempt

Employment History	Employment History Date	Payroll Status	UGA % Time	Wage Type
▼		UGA Student ▼	50.0	Non-Exempt ▼

3. On the Filled Position:
 - a. Percent Time must be .50 or less
 - b. Contract Code must be N
 - c. Job Class Code – **22006** for Student-College Work-Study

Entry Detail										
Position				Appt. BeginDate (mm/dd/yyyy)	Appt. Begin Hour	Appt. EndDate (mm/dd/yyyy)	Appt. End Hour	Position Percent Time	Contract Code	
552	WKSTY	L	A	08/17/2015	0.0	05/10/2016	8.0	0.50000	N-Fiscal No Contract ▼	
Job Class	Job Class Description			Position Title			Faculty Rank	Faculty Rank Title		
22006	STUDENT-COLLEGE WORK-STU			STUDENT-COLLEGE WORK-STUDY						

4. On Payroll Authorization page:
 - a. Object Code must be **78000**

Entry Detail												
Save		Print		Calculation Method			Total Revised Eft		Total Revised Budget			
				Manual ▼			0.000		0			
del	Account	Object Code	Current EFT	Current Budget	Change EFT	Change Amount	Revised EFT	Revised Budget	Pay Auth 1 From Date/Hr To Date/Hr Rate		Pay Auth 2 From Date/Hr To Date/Hr Rate	
○	1064GA552000	78000	0.00000	0					08/17/2015			
									05/10/2016	8		
									7.750	<input type="checkbox"/> BP	0.000	<input type="checkbox"/> BP

5. Budget Amendment:

- a. **Do NOT** prepare a budget amendment with the personnel
- b. If a budget amendment is needed, then do a budget amendment **ONLY** document to move the money. Be sure to use object code 78000 with the WKSTY L A position.

6. Example of personnel:

EMPLOYEE PERSONNEL REPORT										UNIVERSITY OF GEORGIA									
DOCUMENT NO.	PAGE	DATE	FY	DEPARTMENT	PHONE	COLLEGE OR DIVISION				UGA EMPLOYMENT HISTORY					PAY TYPE				
552570042	1 of 1	08/07/2015	16	7065426763						<input type="checkbox"/> (C) CURRENT <input type="checkbox"/> (P) PREVIOUS DATE <u> </u> / <u> </u> / <u> </u>					H				
DEPARTMENT / PROJECT		PRI DEPT	HIGH DEGREE	INSTITUTION	YEAR						UGA % TIME		ACTION MO DA YR						
DEPARTMENTAL FINANCIAL SYSTEMS		552									50 000		08/07/2015						
UGAID	LAST NAME	FIRST NAME/INITIAL	MIDDLE NAME/ INITIAL	SUFFIX						<input checked="" type="checkbox"/> (2) UGA STUDENT <input checked="" type="checkbox"/> (E) EXEMPT <input type="checkbox"/> (N) NON-EXEMPT <input type="checkbox"/> (T) TIPPED <input checked="" type="checkbox"/> (M) MALE <input checked="" type="checkbox"/> (S) SINGLE <input type="checkbox"/> (Y) FACULTY RANK <input type="checkbox"/> (F) FEMALE <input type="checkbox"/> (M) MARRIED <input checked="" type="checkbox"/> (N) NON-FACULTY <input type="checkbox"/> HISPANIC OR LATINO/A <input type="checkbox"/> WHITE <input type="checkbox"/> AFRICAN AMERICAN <input type="checkbox"/> ASIAN <input type="checkbox"/> AMERICAN INDIAN/ALASKA NATIVE <input type="checkbox"/> NATIVE HAWAIIAN/OTH PAC ISLAND									
HOME STREET OR ROUTE NO. (LINE 1)		NON-WORK PHONE	BIRTH DATE	SPOUSE'S NAME	CHAIR														
P O BOX 52																			
HOME STREET OR ROUTE NO. (LINE 2)		UNIVERSITY PHONE	CITIZEN OF	I-9	VISA	COUNTY													
			United States																
HOME CITY	STATE	ZIP + 4	UNIVERSITY BLDG. NAME	BLDG NO/FLOOR/RM															
ATHENS	GA	30601	BUSINESS SERVICES	0110 / 00B22															
FOR PAYROLL DEPT USE ONLY										COOP. EXT. EMPLOYEES ONLY					PAYROLL PAYMENT DISTRIBUTION				
FED EXM	STATE EXM	OASDI	RETIRE	GDCP	COUNTY MONEY	(PER PAY PERIOD)					<input checked="" type="checkbox"/> (1) DEPARTMENT DISTRIBUTION CODE <u>000</u> COUNTY MONEY — TOTAL —								
		HI	EIC																
TRX	HOME DEPT	SHORT TITLE	POSN NO.	APPT. BEGIN MO DA YR HR	APPT. END MO DA YR HR	JOB CLASS CODE	POSITION TITLE				POS % TIME	C N	FULL TIME ANNUAL SALARY	S C	SUPPLEMENT AMOUNT				
552	WKSTY	L A		08 17 15 0 0	05 10 16 8 0	22006	STUDENT-COLLEGE WORK-STUDY				0 50000	N							
PAYROLL AUTHORIZATION																			
TRX	HOME DEPT	SHORT TITLE	POSN ACCOUNT NO.	FISCAL YEAR EFT	BUDGET	FROM THRU AMOUNT PER PAY PERIOD / HOURLY RATE	MO DA YR HR												
552	WKSTY	L A	1064GA552000				08 17 15 0 0 05 10 16 8 0 7 750												
TOTALS																			
REASON CODES																			
(A) New UGA Employee																			
APPROVAL	DATE	DEPT. HEAD	DATE	VICE PRESIDENT	DATE	BUDGET REVIEW	DATE	BUDGET OFFICE	DATE										
APPROVAL	DATE	DEAN/DIRECTOR	DATE	FACULTY RECORDS	DATE	CONTRACTS & GRANTS	DATE	PERSONNEL	DATE										