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

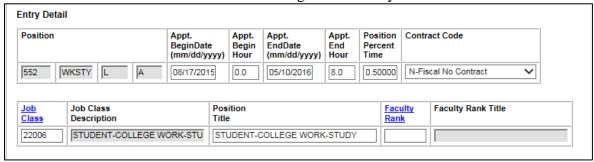
Guidelines for Federal Work-Study students are handled by the Office of Student Financial Aid. Please refer to their Federal Work-Study Guidebook at http://osfa.uga.edu/fws/.

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

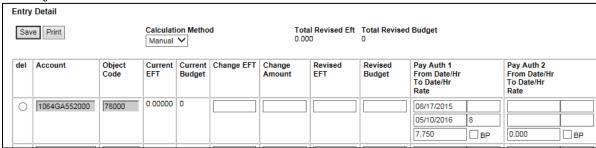
- 1. When you create the document use the short title of **WKSTY** for Federal Work-Study and use "**L A**" for the position number and occurrence.
- 2. On the Employee Information:
 - a. Payroll Status must be UGA Student
 - b. Wage Type should be Non-Exempt

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



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



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:

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