



# UNIVERSITY OF SOUTHERN CALIFORNIA

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## *Student Information System*

***FAO.U.CWJA***  
***College Work Study Job Assignment***

### **OVERVIEW**

Students who have been awarded and have accepted College Work-Study Program (CWSP) awards must be set up in the FAO.U.CWJA process. The information in FAO.U.CWJA is then transferred to the university's payroll system from which the student is paid.

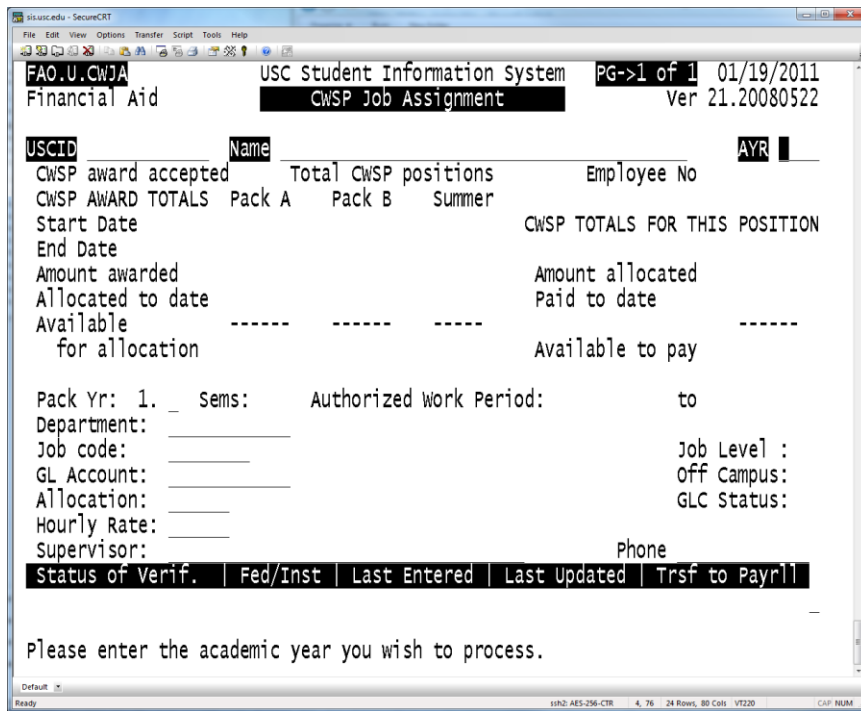
A student who requests a CWSP award initially submits a Need-Based Aid Request form to the Office of Financial Aid. Subsequently, an evaluation is performed and an offer letter is sent to the student. If the student accepts the award, the Financial Aid Office enters the award amount into the Student Information System. The department is then able to assign the work study job to the student.

The process ensures the following:

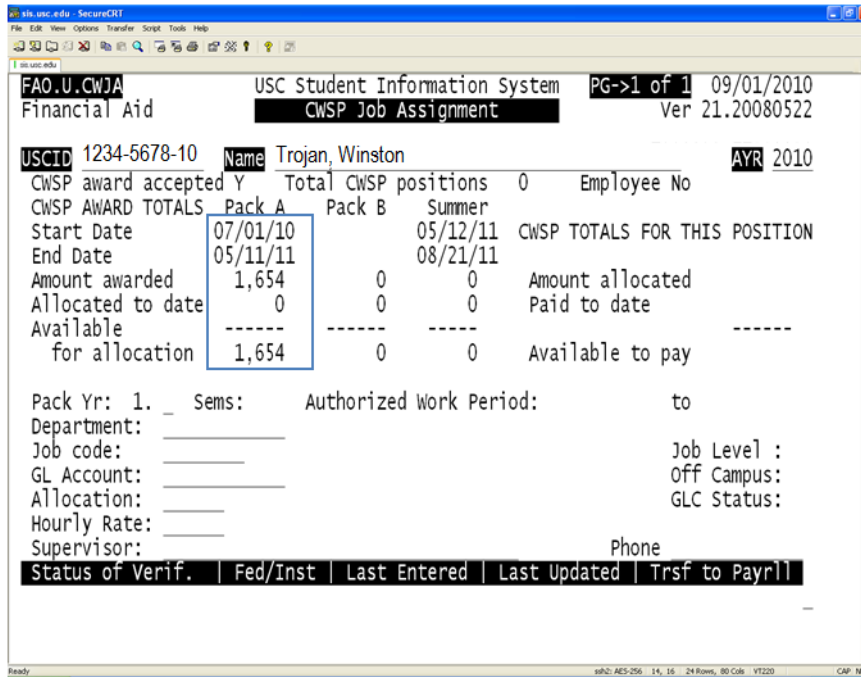
- The student has been awarded work-study funds and has accepted the award.
- The student is working under an approved job description and the hourly rate of pay is within that job range.
- The department has an approved and open work-study position under their home department.
- The student has a valid USCID number.

**PROCEDURE**

Enter the academic year in the AYR field. Remember, the academic year starts with the fall semester and ends with the following summer.

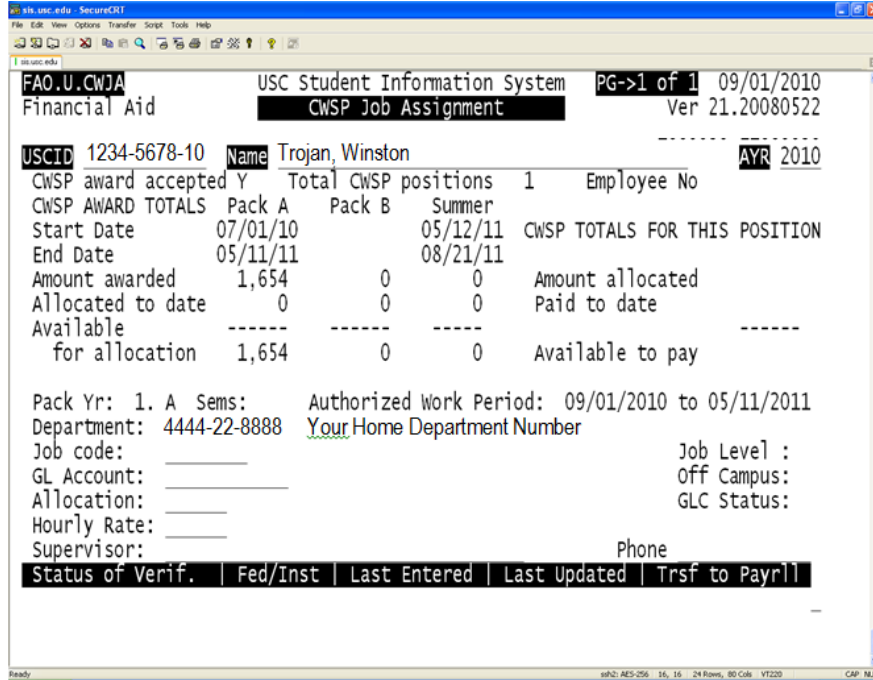


Enter either the USCID, or the Name, of the student you wish to assign the work study award to. The screen populates with the student's specific work study award.



Package Year A (PACK A) is the most common. It designates a program beginning in the fall and ending the following spring semester. Summer is designated on its own and is considered a period of non-enrollment. Students may apply for work study during the summer without it affecting their work study amounts for the following fall and spring semesters.

Package Year B (PACK B) indicates some sort of adjustment was made for the student's loan package. Each year students are allowed so much in student loans. Federal loans allow educational institutions to break up a year loan between two years to allow the student maximum use of federal loans rather than having to use pricier private loans.



Enter the department code to be charged 40% of the work study cost. In 2010, Federal covers 60%.

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FAO.U.CWJA USC Student Information System PG->1 of 1 09/01/2010
Financial Aid CWSP Job Assignment Ver 21.20080522

USCID 1234-5678-10 Name Trojan, Winston AYR 2010
CWSP award accepted Y Total CWSP positions 1 Employee No
CWSP AWARD TOTALS Pack A Pack B Summer
Start Date 07/01/10 05/12/11 CWSP TOTALS FOR THIS POSITION
End Date 05/11/11 08/21/11
Amount awarded 1,654 0 0 Amount allocated
Allocated to date 0 0 0 Paid to date
Available -----
for allocation 1,654 0 0 Available to pay -----

Pack Yr: 1. A Sems: Authorized Work Period: 09/01/2010 to 05/11/2011
Department: 4444-22-8888 Your Home Department Number
Job code: C004.URG General Office Assistant III Job Level : 3
GL Account: Off Campus: N
Allocation: GLC Status:
Hourly Rate:
Supervisor: Phone

Status of Verif. | Fed/Inst | Last Entered | Last Updated | Trsf to Payrll
A 09/01/2010 FAO 60/40
    
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The field populates with the department name attached to the Home Department number. Enter the job code verified in FAO.U.CWDT and the General Ledger (GL) Account of your specific department.

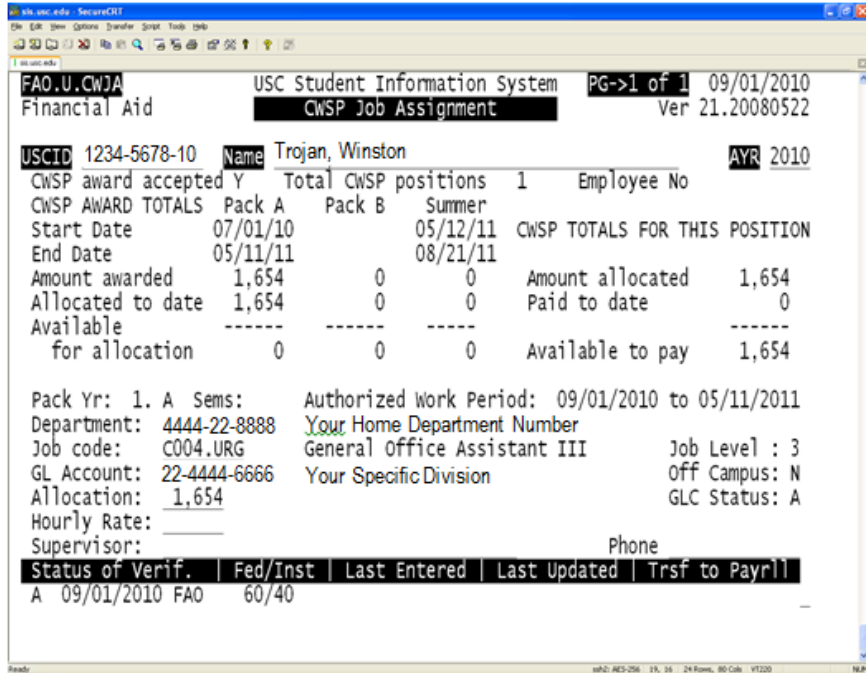
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FAO.U.CWJA USC Student Information System PG->1 of 1 09/01/2010
Financial Aid CWSP Job Assignment Ver 21.20080522

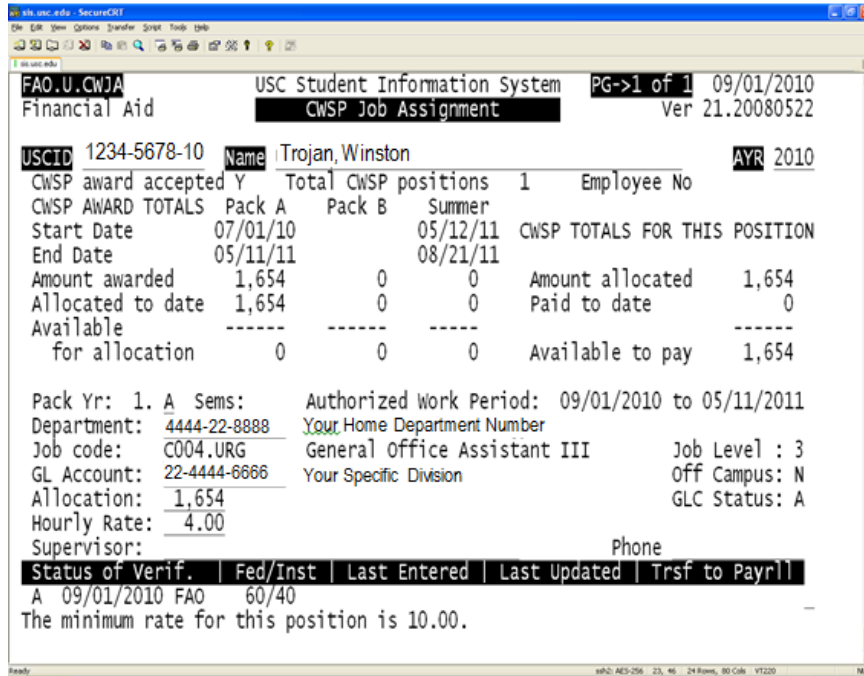
USCID 1234-5678-10 Name Trojan, Winston AYR 2010
CWSP award accepted Y Total CWSP positions 1 Employee No
CWSP AWARD TOTALS Pack A Pack B Summer
Start Date 07/01/10 05/12/11 CWSP TOTALS FOR THIS POSITION
End Date 05/11/11 08/21/11
Amount awarded 1,654 0 0 Amount allocated 1,654
Allocated to date 1,654 0 0 Paid to date 0
Available -----
for allocation 0 0 0 Available to pay 1,654

Pack Yr: 1. A Sems: Authorized Work Period: 09/01/2010 to 05/11/2011
Department: 4444-22-8888 Your Home Department Number
Job code: C004.URG General Office Assistant III Job Level : 3
GL Account: 22-4444-6666 Your Specific Division Off Campus: N
Allocation: 1,654 GLC Status: A
Hourly Rate:
Supervisor: Phone

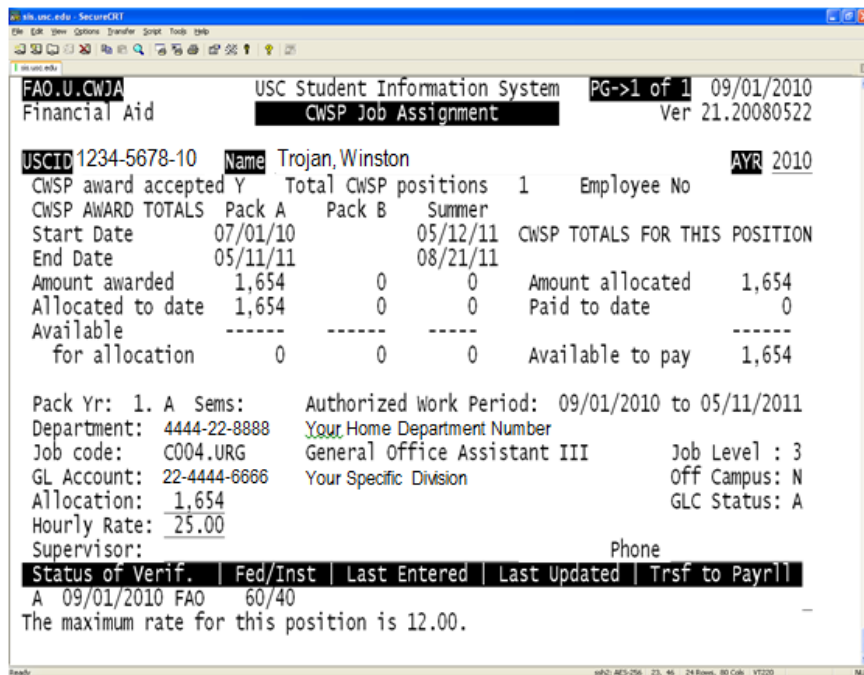
Status of Verif. | Fed/Inst | Last Entered | Last Updated | Trsf to Payrll
A 09/01/2010 FAO 60/40
    
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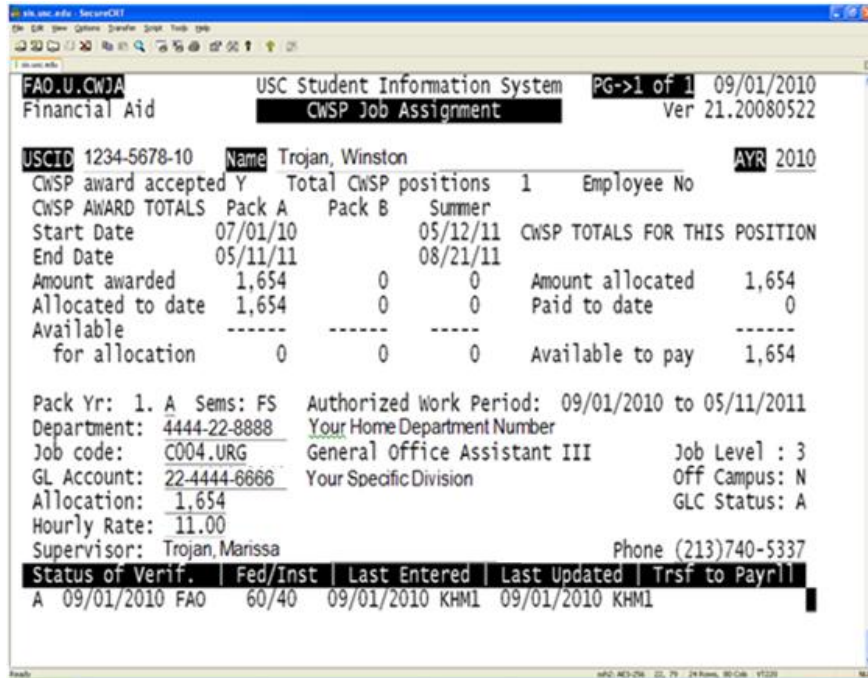
Of the available award money, enter the amount to be allocated to your department. If the student is working only for your department, go ahead and allocate all of the award money into the Allocation field. If the money will be split between departments, divide the money appropriately and apply the amount to the Allocation field that will be used by your department.



To find the lowest range of pay for this position, go ahead and enter a low figure. In the example, “4.00” was typed into the rate field. A message appeared saying: “The minimum rate for this position is 10.00.”



To find the highest range of pay, go ahead and enter a high figure in the Hourly Rate field. In the example, “25.00” was entered. A message appeared saying: “The maximum rate for this position is 12.00.” Therefore, an appropriate wage for this position is between \$10-12. Eleven dollars is entered in the example.



Enter the supervisor’s name: last, then first. The person’s employee ID and phone number will populate the field according to the name entered.

The cursor waits in the Transfer to Payroll field. Type in a “Y” for Yes; Period <Enter> to get to the process command line; and a “U” to update.

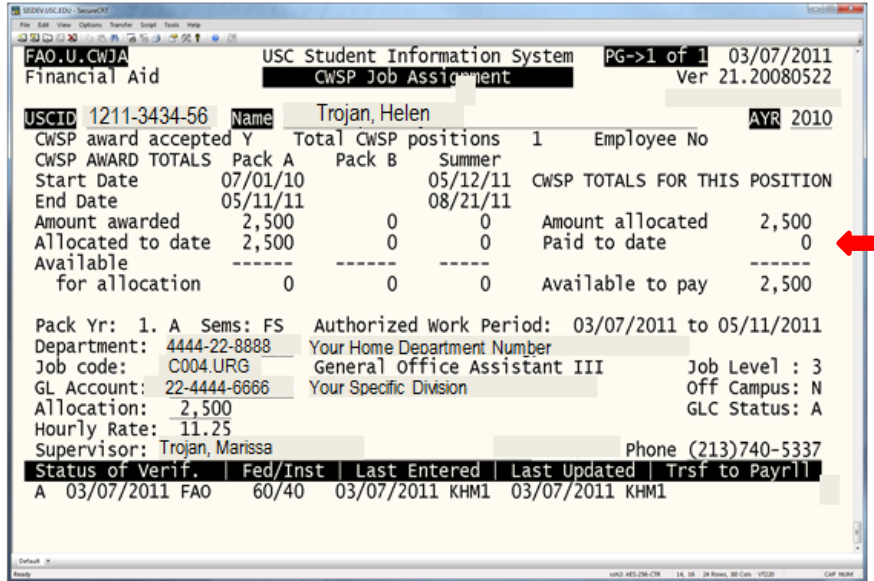
The bottom line shows when the file was last updated. The information will be transferred to payroll via a nightly process. The following day come back and check that a date is posted under the Transfer to Payroll field.

*Note: If you get stuck in the fields under PACK YR: 1, with A populating the field. Press the equal sign (“=”) and Enter key to get back up to the Pack Year field. To delete the line, type a backslash (“\”) and Enter to delete the line, then period (“.”) and Enter to get back down to the process command line.*

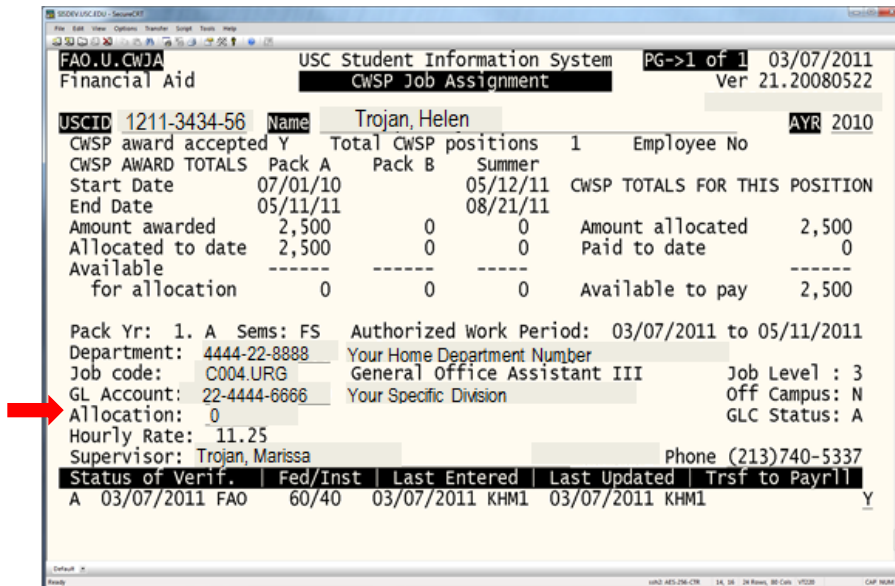
**HOW TO MODIFY A WORK STUDY ASSIGNMENT**

You may modify a work study assignment to offer a raise, to adjust hours used by one department to allow another department to employ the same student under the award, etc. The process is the same for both.

1. Look at the Paid to Date field.



2. At the Command Line, type in a “T” for top to get into the screen; press the Enter key until you reach the Allocation field.
3. Change the Allocation amount to match the Paid to Date number. In this example, 0. This will close out the current position and free up money to allocate to a new position.



4. Press the Enter key until the fields clear and the next number appears after “Pack Yr: .”



USC Student Information System PG->1 of 1 03/07/2011  
 Ver 21.20080522

USCID 1211-3434-56 Name Trojan, Helen AYR 2010

CWSP award accepted	Y	Total CWSP positions	1	Employee No
CWSP AWARD TOTALS		Pack A	Pack B	Summer
Start Date	07/01/10			05/12/11
End Date	05/11/11			08/21/11
Amount awarded	2,500	0	0	0
Allocated to date	0	0	0	0
Available	-----	-----	-----	-----
for allocation	2,500	0	0	0
Amount allocated				
Paid to date				
Available to pay				

Pack Yr: 2. A Sems: FS Authorized Work Period: 03/07/2011 to 05/11/2011

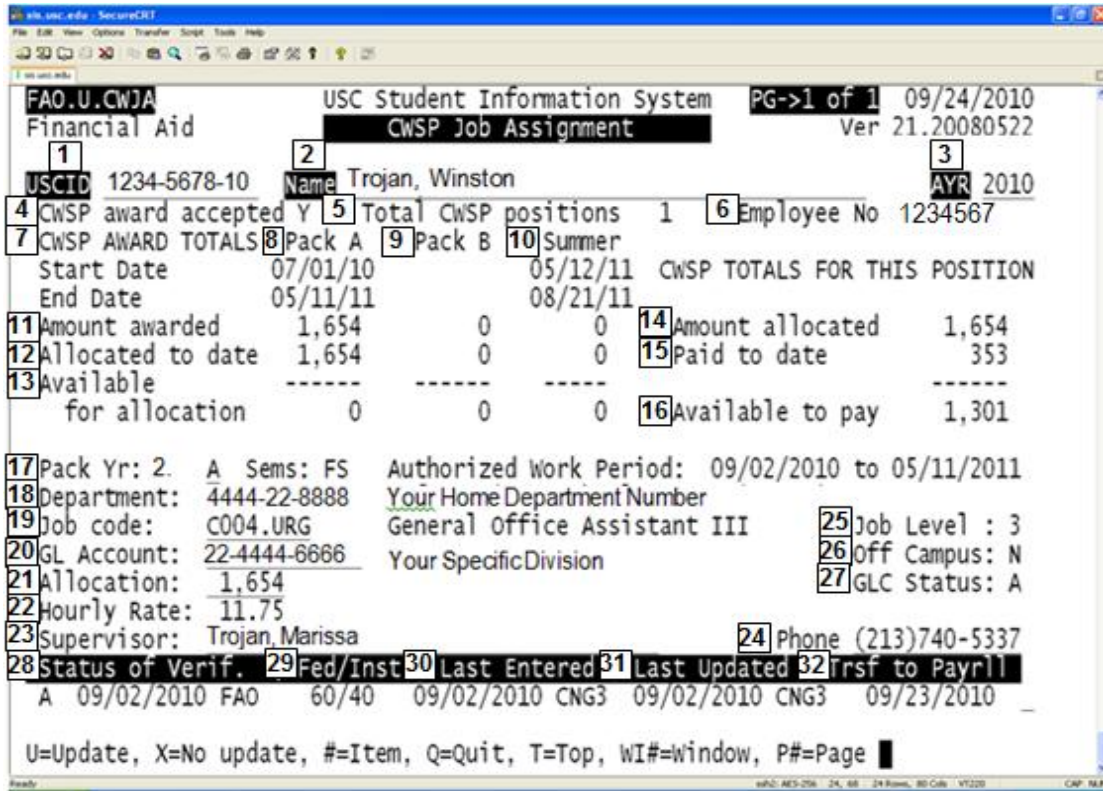
Department: \_\_\_\_\_  
 Job code: \_\_\_\_\_ Job Level : \_\_\_\_\_  
 GL Account: \_\_\_\_\_ Off Campus: \_\_\_\_\_  
 Allocation: \_\_\_\_\_ GLC Status: \_\_\_\_\_  
 Hourly Rate: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Phone \_\_\_\_\_

Status of Verif.	Fed/Inst	Last Entered	Last Updated	Trsf to Payrll
		03/07/2011 KHM1	03/07/2011 KHM1	

5. Under “Pack Yr: 2. A” you may type in a new Department, Job Code, GL Account, Allocation, Hourly Rate and/or Supervisor Name and Phone Number.
6. Enter a “Y” to Transfer to Payroll, and a “U” to update at the Process Command Line.
7. Check the following day to see that a date populates the Trf to Payroll field, thus ensuring the information transferred in the SIS nightly processes.

*Note: Departments employing the same work study student will have to communicate to ensure money is allocated fairly for each department.*

REFERENCE: PAGE 1 OF 1



1. **USC ID** allows you to enter the student's ten-digit USC ID whose record is to be displayed.

When entering a number, do not type in dashes. For example, "5555667777" should be entered for the identification number "5555-6677-77." If you attempt to access a student's record that does not exist in the system, the following message will display: "Sorry, ALTERNATE-KEY Could NOT Find a Record."

If you do not know the student's USC ID, press the ENTER key to place the cursor at the Name field.

2. **NAME** allows you to enter the name of the student whose profile record you wish to access. The name must be entered with the last name first, followed by a comma and first name.

If you typed in the student's name exactly as the name is stored on the system AND there is

only one student with that name, then the student's record will immediately be displayed.

If you enter the last name, comma, and part of the first name, or if more than one student exists with that name, then a list of names will display. The following options are available to you at this point:

1. Choose the desired student record by entering the number to the left.
2. Page forward by pressing the Enter key.
3. Type an "A" to select all of the records. The command line will read: "N" for next record (allows you to look at next record in select list); "Q" for quit (quits you out of the select list back to process); "CR" for Enter key (allows you to look-up someone outside the select list, but you may enter "N" for next record and go back to your select list).
4. Type "E" for exit to return to the process.

If you try to access the record of a student who does not exist in the system, the following

message will be displayed: "Sorry, ALTERNATE-KEY Could NOT Find a Record." At this point, press ENTER and enter a valid name.

**3. AYR** allows you to enter the academic year in which the student's work study award will apply. Enter the full year. Remember, the academic year includes the fall, spring and summer semesters. For example, the 2010 academic year includes the terms 20103, 20111 and 20112. To enter a new academic year, place the cursor at the ID field and type in an "=" (equal sign) and press ENTER. The cursor will move to the AYR field and allow you to enter a new academic year.

**4. CWSP AWARD ACCEPTED** indicates whether the student has accepted work-study as part of his or her financial aid package ("Y" = YES, "N" = NO). Students indicate on the back of their offer letter which components of their financial aid package they wish to accept. If they indicated that they wish to accept work-study, a "Y" is displayed in this field. If the student has turned down the work-study award, and "N" is displayed. If the student has not yet made a choice, the field is left blank. The operator will not be able to assign the job to the student if the field has an "N" in it or is blank. The student must first accept the award through the Financial Aid Office.

**5. TOTAL CWSP POSITIONS** displays the number of work study positions that have been assigned to the student.

**6. EMPLOYEE NO** displays the student's 7-digit USC Employee Number as transferred to the Student Information System from the Payroll System.

**7. CWSP AWARD TOTALS** This section shows the work study awarded for **Pack A, Pack B, Summer.**

**8. PACK A** Package Year A is the most common package. It designates a program beginning in the fall and ending the following spring semester.

**9. PACK B** Package Year B indicates some sort of adjustment was made for the student's loan package. Each year students are allowed so

much in student loans. Federal loans allow educational institutions to break up a year loan between two years to allow the student maximum use of federal loans rather than having to use pricier private loans.

**10. SUMMER** is designated on its own and is considered a period of non-enrollment. Students may apply for work study during the summer without it affecting their work study amounts for the following fall and spring semesters.

**11. AMOUNT AWARDED** displays the total dollar amount of the student's current work-study award.

**12. ALLOCATED TO DATE** displays the total dollar amount that departments have allocated for payment to the work study student. Out of the total Amount Awarded, a student's work-study award can be allocated to more than one department. Departments indicate how much of the award they wish to use in the ALLOCATION field. The total that has been used by departments is indicated in the ALLOCATED TO DATE field.

**13. AVAILABLE FOR ALLOCATION** displays the difference between the AMOUNT AWARDED and the ALLOCATED TO DATE amounts.

#### **CWSP TOTALS FOR THIS POSITION**

**14. AMOUNT ALLOCATED** displays the dollar amount that the department has indicated it will use for that position.

**15. PAID TO DATE** displays the total amount that has been paid to the student for the work performed. This information is updated from the University's Payroll System.

**16. AVAILABLE TO PAY** displays the remaining amount out of the department's allocation for that position that can be paid to the student. AVAILABLE TO PAY is calculated by subtracting the PAID TO DATE dollar figure from the AMOUNT ALLOCATED dollar figure. If the student earns more than the AVAILABLE TO PAY amount, the student is then paid 100 percent on department funds.

**17. PACK YR: (no. and A, B or Summer)** indicates if this is the initial (1), or subsequent (2, 3 and so on), setup and which work study package is being used: Package A, Package B or Summer.

**18. DEPARTMENT** allows you to identify your department's 10-digit home department number. The number is assigned to departments by the University's Budgeting Office and should be typed into this process without dashes. The system will automatically insert the dashes into the number.

**19. JOB CODE** allows you to enter the job code for the work-study position under which the student has been hired. For a job to be a valid work-study position, the Financial Aid Office must first review and then approve the job. Once this approval is obtained, the job is classified into a group and assigned a code. For example, the code "C004.URG" represents a General Office Assistant III position. All approved codes for work study assignments can be found on the process, FAO.U.CWJA. The system will ensure that the home department has an approved and open position under this job code before allowing you to continue.

**20. GL ACCOUNT** allows you to enter the general ledger account number to which the departmental share of earnings will be posted when the student is paid. The system checks the chart of accounts when the number is entered to ensure that the account is valid. No dashes should be entered. For example, the number "18-9000-1234" should be typed in as "1890001234." If a GL ACCOUNT number is entered incorrectly, the following message will display: "Sorry, alternate-key could not find a record."

At this point, press the ENTER key and re-type the GL ACCOUNT number.

**21. ALLOCATION** allows you to enter the dollar amount of the work study award that the department wishes to use for the position. The department cannot allocate more funds than are available. The funds available are displayed in the AVAILABLE FOR ALLOCATION field.

No dollar signs (\$), decimal points (.) or commas (,) should be entered. For example, if the department wishes to retain \$1,000.00 of the students total Amount Awarded, enter "1000" and press the Enter key.

**22. HOURLY RATE** allows you to enter the amount of pay the student will receive per hour. Decimal points, but no dollar signs, need to be entered. A department wishing to pay a student \$5.50 per hour, should type "5.5" into that field.

The HOURLY RATE must fall within the approved pay scale for the position as assigned by the Financial Aid Office in FAO.U.CWDT. If you are uncertain of the pay range for the position, enter a low number and the system will indicate the bottom hourly rate for the position. To find the upper range, enter a high number and the system will indicate the highest hourly rate available for the position.

**23. SUPERVISOR** allows you to enter the name of the person to whom the student will report. The name must be entered with the last name first, followed by a comma, then a space, then the first name, as presented in the example below: Trojan, Tommy

To change the SUPERVISOR, you may type the new supervisor's name over the old supervisor's name.

**24. PHONE** allows you to enter the SUPERVISOR's phone number. The USC four-digit extension, rather than the seven-digit plus area code, is sufficient for entering the PHONE number. The system will automatically display the "213" area code and "740" prefix. If a different area code or prefix is required, type in the information. No parentheses or dashes are required.

**25. JOB LEVEL** allows you to enter the job level associated with the job indicated in the JOB CODE field as assigned by the Financial Aid Office. Jobs are grouped into levels based on the degree of experience, education or skills required to perform the job, degree of responsibility, supervision needed, direction of other employees and typical duties. The job

level automatically displays when the JOB CODE is keyed.

**26. OFF CAMPUS** indicates whether the hiring party is a non-university agency (“Y” = YES; “N” = NO). Note that the percentages of pay that the University and government distributes to work-study students differ for OFF CAMPUS work-study positions.

**27. GLC STATUS** displays the General Ledger status.

**28. STATUS OF VERIF.** Populates with the date when the process was updated and the position and worker verified via the Financial Aid Office.

**29. FED/INST** displays the percentage split of the amount that will be charged to the federal (FED) account and the institutional (INST) account.

**30. LAST ENTERED** displays the date and the operator code of the person who last entered information.

**31. LAST UPDATED** displays the date and the operator code of the person who last updated the information.

**32. TRSF TO PAYROLL** displays the date that the work-study allocation data was transferred to the University’s payroll system.