DT Work Study Funds Processes

Academic Affairs

EPA PROCESSING (Hiring Department & Payroll)
1. Hiring department attains Financial Aid Award information from student or Financial Aid Office each semester.
   a. The student is able to access their Award letter by logging into SAIL or by contacting the Financial Aid office.
   b. The department is able to attain the award information by contacting the Financial Aid office. Email to heather.devlin@tamucc.edu or call any Financial Assistance Advisor directly to confirm award.
2. Hiring department creates the EPA for the student eligible for DT Work Study (which provides 75% funding support) using the 7709 Rising Scholar title code and 1759 object code. The department is responsible to cover 25% of the funding.
   a. Hiring department may elect to use available DT Work Study allocation by submitting EPA with 7709 Rising Scholar title code even if the student’s award letter notes qualification for Federal or State award.
   b. The department account to be used to cover the 25% is to be entered as the sole Funding Source at 100% effort (the system will automatically separate the expense between the department account and work study account based upon the Rising Scholar title code).
3. Payroll office reviews EPA for processing into the TimeTraq system and, upon approval, sends a FYI copy to the Financial Aid office.
   a. Once EPA is fully processed, payroll corrections to move student on or off of work study funds can only be accomplished by submitting a new EPA with an effective date of the first day of the current pay period. Retroactive adjustments for corrections of this type will not be processed. Use biweekly TimeTraq schedule for reference or contact Payroll.

FUNDING PROCESS (Provost Office, Payroll & Hiring Department)
1. Provost approves the allocation of the DT Work Study budgets to the individual support accounts created for the departments.
2. All EPAs processed with Rising Scholar title code are automatically 75% funded from 290210-10000 STFA Financial Aid Workstudy Administration.
3. Payroll office conducts a monthly review of 290210-10000 and generates journal entries to move expenses from 290210-10000 to the appropriate SA related to the ADLOC which incurred the expense.
4. Hiring Department reviews remaining budget available and monthly transaction activity for budget awareness purposes. Funding source must be changed in conjunction with Financial Aid office once departmental allocation is depleted.

REPORTING PROCESS (Payroll, Financial Aid & Provost Office)
1. Payroll office provides Work Study report to Financial Aid office for review and tracking purposes.
2. Financial Aid office is to assist with expending the Academic Affairs DT Work Study funds first. If, once all Academic Affairs DT Work Study funds are expended, expenses need to be moved to other funding sources, the Financial Aid office is to provide a report to Stephanie in the Provost’s office detailing the expenses to be moved prior to any action being taken.

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