

Student Wage Budget Basics

The Student Employment Office coordinates two student employment programs:

- Institutionally funded on-campus employment: Provides part-time job opportunities for currently enrolled students, regardless of financial need.
- Federally funded (Federal Work Study) on-campus employment: Federal Work Study provides job opportunities for students demonstrating financial need to help pay for educational expenses. The FAFSA (Free Application for Federal Student Aid) determines Federal work-study eligibility on an annual basis. If a student is eligible for federal work-study, the work-study award will be included in the financial aid package.

There are four Budget Accounts Associated with Institutional and Federal Work Study Student Wages:

1. 60401- Institutional Work Study funding, where Dickinson pays 100% of the Student Wages.
2. 60403- Institutional Work Study funding in a Community Service based program, where Dickinson pays 100% of the Student Wages.
3. 60402- Federal Work Study funding, where Dickinson receives a federal subsidy for our work-study program.
4. 60404- - Federal Work Study Community Service funding, where Dickinson is required to spend 7% of a federal subsidy support the community-based program.

Departments and Budget Officers can view Student Wage Budget information in Banner Self-Service. The Student Wage Account number follows the Department 'Org' in the FOAPAL and is designated as either: 60401/60402/60403/60404. The full FOAPAL for student wages will look like this XXXXXX-XXXXXX-6040X-XXX.

Each year, departments will receive a Student Wage Budget allocation from the Student Employment office. For most departments, the budget is broken down into Institutional Funds and Federal Work Study funds. In most cases, the FWS funds account for approximately 22-25% of the total budget allocation.

Budget lines and spending are monitored. Departments should review the student wage budget regularly. For example:

Institutional Work Study (60401-IWS)	\$1500
<u>Federal Work Study (60402-FWS)</u>	<u>\$ 500</u>
Total Budget	\$2000

If a department spends \$950 in FWS funds and \$900 in IWS funds, that is ok, because the department is still within the total department budget allocation of \$2,000. Departments are encouraged to expend all the allocated FWS funds.

Departments are required to manage employees and employee hours within the total allocated budget. ***No additional funding is available.***

A department's student wage budget and operating budget are two separate budgets; however, they are displayed together in Self-Service Banner. If a department will spend in excess of their total student wage allocation, they should contact [Student Employment](#) immediately to identify existing funding from either a restricted fund or the department's operating budget. Once the funding is identified and approved by Student Employment and the Budget Office, a transfer will be initiated to cover the overage. This transfer will be for one year only. Increases in permanent funding for subsequent years, must be requested during the Planning and Budget committee. If the request is denied, the Student Employment office can assist with planning how to reduce spending moving forward through a reduction of hours and/or employees.