

## 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 and off-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.

The federal work-study program encourages colleges to designate a certain number of work-study jobs to community service. In order to be eligible for the federal work study/community service program, a student must be eligible for federal work-study. Federal Community service positions are available through campus-based programs such as America Reads and the Montgomery Service Leaders Program. Federal work-study community service positions are only available during the academic year.

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 Community based programs.

You can view your Student Wage Budget in Banner Self Service. The Student Wage Account number follows your Org in the FOAPAL and is either 60401/60402/60403/60404. The full FOAPAL for student wages will look like this XXXXXX-XXXXXX-6040X-XXX.

Each year, departments will receive their Student Wage Budget allocation from the Student Employment office. For most departments, the budget is broken down in to 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 regularly. Unless you have Federal Work Study Community Service Funding (60404-FWS CS) in your budget, we review your student wage budget as a whole. For example:

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

If you spend \$950 in FWS funds and \$900 in IWS funds, that is ok, because you are still within your total budget allocation of \$2,000.

Departments with Federal Work Study Community Service funding should plan their resources accordingly in order to spend their entire FWS CS-60404 budget allocation.

All departments will be required to manage employees and their hours within their 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. Spending less than budget in either one cannot be used to cover a deficit in the other. In the event that a department will spend in excess of their total student wage allocation, they should contact Student Employment immediately in order 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 done to cover the overage. This transfer will be for one year only. If an increase in permanent funding is needed for subsequent years, the department must make the request through the normal budget development process. In the event that 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.