## Overview

Follow the steps below to schedule labor at the assignment and element levels for work-study students. Having both levels scheduled will allow for the over-the-limit dollars to be charged to the appropriate charging instructions with the correct expenditure type.

Procedure

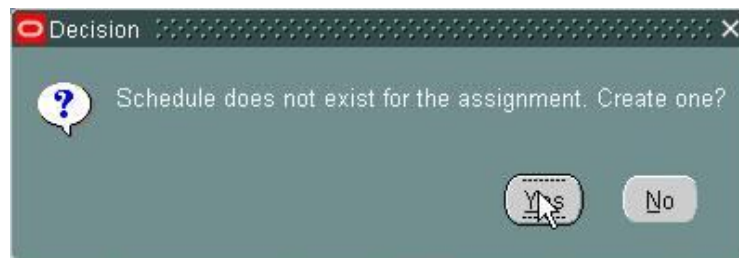| Step	Action
1.	Begin by navigating to **Labor Scheduling** in Oracle.
2.	**Find the Work-Study student and assignment.** Find Employee by clicking on the flashlight icon on the toolbar. Enter their name in the **Full Name** field [last name, first initial] or their six-digit employee number in the **Employee No.** field. Click the **Find** button.

3.	The employee and assignment information is displayed. There may be several assignments, so ensure you select the correct one by clicking inside the box to the left of the Assignment No. field.
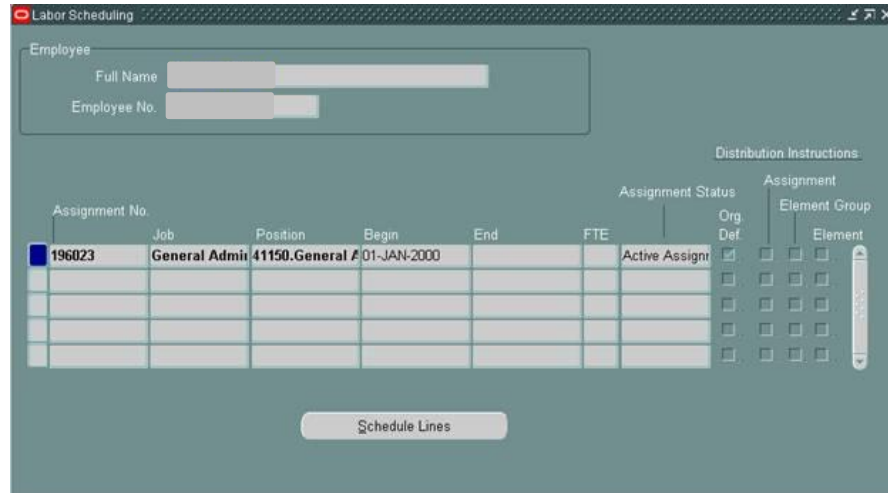	
	 Please note:
	     o Assignment information integrates into Oracle 1-2 days after the assignment effective date.
	     o Use the LD Assignment Crosswalk Report if you need assistance determining the appropriate assignment. Instructions can be found in the LD Training Guide and the Workday video accessed by clicking HERE and scrolling down.	

4.	Select **Schedule Lines**. This decision box will appear if a schedule does NOT already exist for this assignment. Select **Yes**.	

5.	The Schedule Lines window will appear displaying employee information for that assignment. 	

6.	Click in the GL Account line (do not enter info in the GL Account cell).
	
	Tab over to **Project** window.
	
	For 75% of the student's labor distribution, the PTAEO will be entered as follows:
	
	      Project: YOUR appropriate department PROJECT Number
	      Award: OUR work-study award (remember this number changes every year) DO NOT USE LAST YEAR'S NUMBER – YOUR STUDENT WILL NOT BE PAID PROPERLY!
	      Organization: YOUR appropriate departmental organization number
	      Expenditure type: ALWAYS use "Wages, WS, UVA Stdnt 75%"
	
	For 25% of the student's labor distribution, the PTAEO will be as follows:
	
	      Project: YOUR appropriate department project
	      Award: YOUR appropriate award
	      Organization: YOUR appropriate departmental organization number
	      Expenditure type: ALWAYS use "Wages, WS, UVA Stdnt 75%"	

7.	Enter the Start Date for the schedule. The Start Date of the schedule line cannot be before the End Date of the last processed payroll associated with the employee. Note: Refer to the FWS Employer Handbook for student start and end dates.	

8.	Enter the percent of the labor cost associated with the assignment that you want charged to the PTAEO you entered on this line. Repeat **Steps 6-8** until you have as many lines scheduled as you need for this assignment. Typically, you will have scheduled two lines: one for 75% and one for 25%, which will look like this: 	
9.	**Add an element level schedule.** Note: Adding the element level schedule at this point will ensure that when the student has reached their award limit, charges will automatically be sent to the department (or otherwise designated) PTAEO at 100%. **Click** to add another form. Click on **Element Type** Click in the **Element Name** field and select the list of values button to find and select the Element Type: "Work Study Earnings Over the Limit". Click **OK**.	

10.	Click the save button 🗂 to save this hierarchy before entering in the schedule line information.
	Key the schedule information as follows:
	Department Project
	Task
	Award
	Expenditure Type **(ensure you select "Wages, student")**
	Org
	Start Date
	End Date
	Percentage **(enter 100)**
11.	Click **Save**. Your LD scheduling is complete!
	Note: If the student will continue working in your department after the completion of their WS award, action will need to be taken in Workday to add a new job for this student in a regular student profile. Refer to the Workday Job Aids by logging into NetBadge and then clicking on this link: Job Aids. Open the "Student Hiring" folder and then the "SH-Work Study to Non Work Study" pdf for step by step process to move your student to a regular student worker. Then, labor will need to be scheduled for the new job, using normal labor scheduling processes.