

The Payroll Office and Office of Student Financial Aid would like to remind you of the following Federal regulation. Colleagues from both offices are collaborating to remind students pick up their paychecks in a timely manner to avoid loss of student work study money. We would like to include you in this collaborative effort to ensure effective utilization of limited Federal Work Study funds.

Effective July 1, 2008, Federal regs 4 CFR Parts 668, 674, 676 was enacted regarding use of Federal Work Study funds. These regulations require an institution to return any funds that it attempts to disburse directly to the student, but the student does not receive or negotiate these funds.

The law stipulates: No later than a 240 day period the institution must cease any additional disbursement attempts and immediately return those funds. **To effectively manage FWS funding, any checks 180 days old (based on paycheck date) and not picked up by student from Payroll will need to have funding changed via an RFA (retroactive funding adjustment).**

Payroll will be contacting department PRS and the student 90 days after the check issue date so that they come and pick up the check(s). Follow up will then occur at 135 and 170 days before the 180 day deadline

This entire Federal regulation can be found at the following URL: [Click Here](#)

PLEASE strongly encourage all of your students to select Payroll Direct Deposit. This alone will ensure students receive their employment paychecks immediately and make void the RFA's for outstanding checks.

In addition, at the time of exit interviews for all your students, we encourage you to have your students complete the Payroll Direct Deposit form for payroll checks so that checks issued after their departure are not left behind and the student employee receives any remaining paychecks in a timely manner. The Payroll Direct Deposit form can be found at the following URL and students can fax or hand carry this form to the payroll office.

http://www.payroll.ku.edu/documents/eft_form_091807.pdf