

Application Procedures

- ❖ Student complete **VA Form 22-8691**
 - Available on GI Bill website
- ❖ Employer furnish **Job Description**
 - Include estimate of number of work hours needed (See “**Work-Study Duties at Educational Institutions**” handout)
- ❖ Submit application package to RPO as follows:
 - FAX: 404-929-3136
 - E-mail: WKS.VBAATG@VA.GOV
 - Postal mail: Atlanta VA Regional Office
ATTN: Work-Study Unit
1700 Clairmont Road
Decatur, GA 30033-4032
- ❖ Work-Study Team will furnish supervisor by fax or email:
 - **Work-Study Agreement** [VA Form 22-8692b (non-Advance Pay) or 22-8692 (Advance Pay)]
 - Contract period generally equal to certified enrollment period
 - Contract hours equal 25 times the number of weeks in the enrollment period
 - Must be signed by student & returned before payments may be issued
 - **Time Record** (VA Form 22-8690)
 - Use to record hours worked
 - Student and supervisor must initial each entry
- ❖ **Extended Contracts:**
 - Applications for new enrollment periods will be processed as ‘extensions’.
 - Submit as early as possible after enrollment certified.
 - Contracts may be extended up to one year (or 1300 hours).
 - New position description not required.
 - Extended Work-Study Agreement (VA Form 22-8692a) and new Time Record issued
 - Advance payments may not be paid on extended contracts
 - Advance payments require new contract
 - Final Time record from current contract required
 - Submit Advance Pay applications with final Time Record.
 - New contract required after one-year/1300-hour limitation (system constraints)
 - Final Time record from current contract required
 - New position description not required.

Payment Procedures

- ❖ Payment rate equals Federal minimum wage or respective State minimum wage, whichever is greater.
- ❖ Advance Payments
 - Equal to 50 hours or 40% of total contracted hours, whichever is less.
 - Additional payments after advanced hours worked off
 - Overpayment if student fails to work advanced hours
- ❖ Regular payments made the earlier of:
 1. Upon completion of each 50 hours worked
 - Payment for total hours worked if 50+ submitted (within contract limitations)
 - Previously limited to 50-hour increments
 2. Once a month at end of month if fewer than 50 hours worked.
 3. Final time card for contract period
- ❖ ***e-Time Records***
 - Spreadsheet developed locally by & for Atlanta RPO.
 - Automatically calculates cumulative hours worked based on daily hours entered
 - Alleviates calculation errors
 - Improves processing time
 - Includes Hours Worked & Payment Due Tracker
 - Currently represents approximately 40% of time records

If You Need Help

- ❖ **Atlanta RPO Work-Study Organization**
 - Work-Study Coordinator (NC & PR) – Linda Wiggins (linda.wiggins@va.gov; 404-929-3117)
 - Work-Study Coordinator (GA) – James Smedley (james.smedley@va.gov; 404-929-3010)
 - Work-Study Specialists
 - Mary Linda Harris
 - Deborah Mouchet
 - Quandria Stephens
 - Supervisor – Jerome Marshall (jerome.marshall@va.gov; 404-929-3002)
- ❖ **Routine Inquiries:**
 - Applications
 - Allow seven working days
 - Contact respective Coordinator for state

- Time Records
 - Allow seven working days
 - All except CH31 students call GIBILL Call Center (888-442-4551)
 - CH31 students call National Call Center (1-800-827-1000)
 - **NEW:** Work-study records stored in TIMS after processed.
 - Document type (DocType) codes:
 - WT8690 – Time Record form/payment record
 - WAWARD – Payment record
 - BDNFIN – Payment record
 - If payment record not in TIMS, check BDN (Benefits Delivery Network) payment history screen for latest “06L” transaction.
 - CH31 – “**M38**” screen
 - CH30, CH33, CH1606 & CH1607 – “**M22**” screen
 - CH35 , – No payment history screen. Payment record captured to TIMS.

❖ **Hardship:** Supervisor contact respective Coordinator.