

## ***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.