

UNDERSTANDING THE WORK STUDY DOCUSIGN PROCESS

Financial Aid's Work Study Program has now gone paperless! We are using DocuSign to collect the Work Study Agreement, Exhibit A, and Exhibit B. You may submit your Certificate of Insurance by emailing it to workstudy@ucr.edu.

Here's the steps the DocuSign process will walk you through:

1. Financial Aid will route the Federal Work Study Agreement and Exhibit A and a *new* form called Exhibit A-1 to you, the person receiving this invitation! You will need to fill out certain sections of the Agreement along with Exhibit A and A-1. Exhibit A-1 is a form where you will provide contacts for each participating school site within your district so that we may route them the Exhibit B later.
2. Once the forms are completed, you will receive an additional email from DocuSign to add in the person responsible for signing the Federal Work Study Agreement.
3. DocuSign will route the packet to the authorized signer of the Federal Work Study Agreement.
4. Once the Agreement is signed, Financial Aid will receive a copy of the packet. We will await the Certificate of Insurance (to be submitted via email) and process when received.
5. Simultaneously, Financial Aid will use the information you entered in Exhibit A-1 to email out the Exhibit B to the school sites.
 - a. Once sent, the school site admin will need to complete the information in Exhibit B. You will also be required to include a minimum of 2 and maximum of 8 authorized supervisors/timesheet approvers for your school site.
 - b. Financial Aid will receive a copy to review the number of supervisors you indicated on the form. We will customize and then send out the Exhibit B again through DocuSign.
 - c. The site supervisors will now receive the most updated copy of the Exhibit B and will be asked to enter their name, title, and signature in the required fields.
 - d. The Exhibit B will route back to Financial Aid once completed.

Financial Aid will then piece together the DocuSign forms (Federal Work Study Agreement and Exhibit A and Exhibit A-1 AND the Exhibit Bs) along with the emailed Certificate of Insurance. Once processed and approved, the Career Center will contact you and inform you of your approval and next steps.

Need assistance?

Contact us via email at workstudy@ucr.edu!

Tami Disney, Fiscal Assistant

Monica Martinez-Daniels, Asst Director