



Work-Study Orientation

CAREERS.UCR.EDU » (951) 827-3631

Connect. Inspire. Empower



Welcome

Utilizing your work-study award is a process! Be sure to follow each step.

Topics we will cover today:

- Benefits of using work-study
- How to apply for a work-study job
- How to get hired and paid



Do you have work-study?



If you have work-study

1

Log in to
R'Web

2

Go to
Financial Aid

3

Click on Award
then Award for
Aid Year

4

Click Accept
Award Offer tab

5

Accept work-
study award

If you do not use your work-study award, you will lose it!

What is work-study?

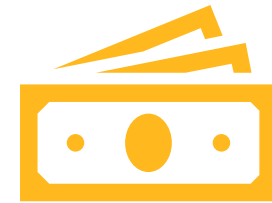
We have all the answers



**It is a program
funded by the
federal government**



**You can obtain a
work-study award
on and off-campus**



**Work-study award
does not have to
be repaid**



What are the benefits of using work-study award?

You are going to love this!



**Help with
educational
expenses**



Flexible hours



**Gain experience,
skills, & network**

Timeline

September 8, 2020

Students can start to view and apply to all Work-Study positions

Breaks:

Dec. 21, 2020- Jan. 1, 2021

March 22-26, 2021

May work up to 39 hours

Start date:

September 20, 2020

May work up to 20 hours

End date: June 11, 2021

May work up to 20 hours

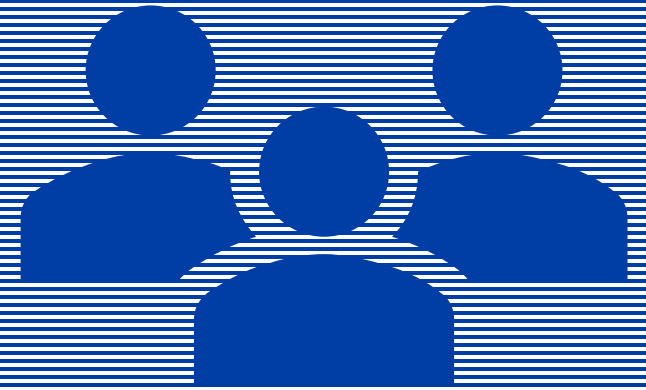
Adjust to college life before applying for work-study positions

Work-study Job Reminders

- 1** Work-Study does not entitle you to a job.
- 2** Jobs are highly competitive. They are REAL jobs.
- 3** Show up on time, be courteous, and act responsibly.
- 4** Do not surf the internet, make personal phone calls, text, or study.

****Must maintain at least a 2.0 GPA to qualify****

Not all on campus jobs get posted, so you may ask department directly if they are hiring. The department must post their position on Handshake.





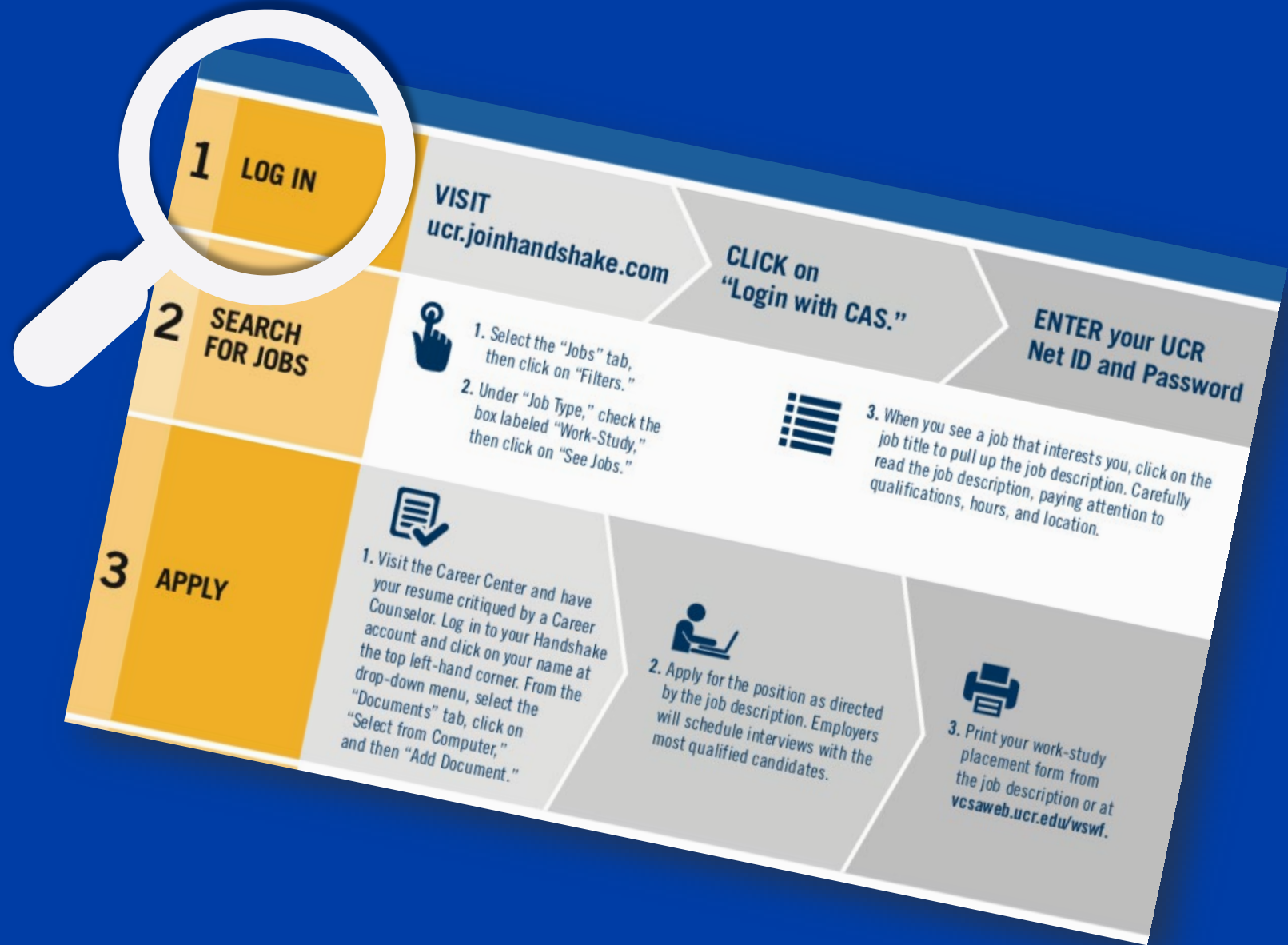
Work-study Infographic

<https://careers.ucr.edu/students/work-study/work-study-process>

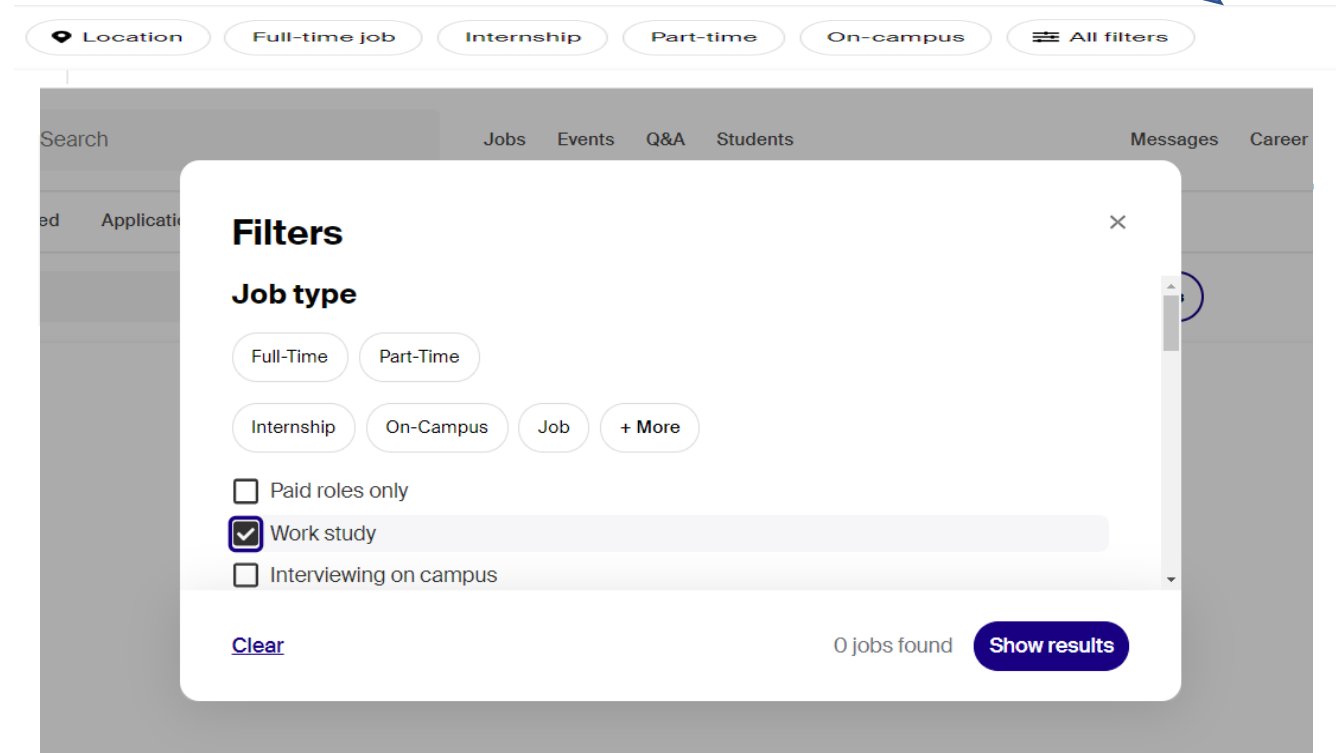
 handshake

Where to Search?

 handshake



1. Click on Jobs
2. Click on Filter
3. Click on Work-Study!





Resume Tips

In one page include:

- Contact Information
- Education
- Work Experience
- Skills
- Activities, Honors, and Awards

Attend a Career Center **Virtual Resume Building Workshop**

Have resume critiqued by the Career Counselor **BEFORE** uploading it into Handshake



Types Of Appointments

Virtual Counseling Appointments

are in-depth sessions with professional counselors that can be made any time during our regular office hours. You must request an appointment via UCR Handshake. Go to the Career Center tab to request an appointment. We cannot make appointments via email.

Virtual Drop-in Appointments

are 10 minutes or less in duration. You can sign up for any of the available 10-minute slots. You must request an appointment via UCR Handshake. Go to the Career Center tab to request an appointment. Only 1 drop-in appointment permitted per day.

Interview Critique/ Practice Appointments

are 1-hour long sessions that can be scheduled to practice interviewing with a counselor and receive feedback to prepare for an upcoming interview. There is also a Mock Interview tool in Handshake under the tab marked resources.

<https://careers.ucr.edu/about-us/make-an-appointment>

Interview & Get Hired

4 GET INTERVIEWED



1. Have your 2020-21 Federal Work-Study Eligibility Notification ready for your scheduled interview to share with the employer.

2. Be prepared and on time for your interview.

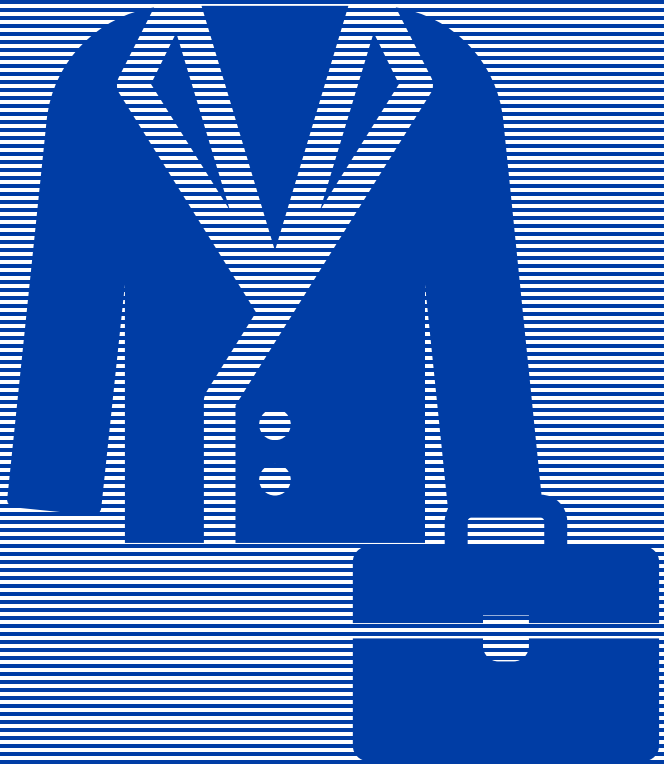
OFF-CAMPUS JOBS

Once hired, complete the following steps so that you can begin working:

1. Fill out the Work-Study New Hire Form and upload a copy of your job description from Handshake. The form is available on the Career Center and/or Financial Aid website(s).
2. Once completed, you will receive a Work-Study Student Employment Contract via an email from DocuSign. Once received, fill out all required fields and electronically sign and date your Work-Study Student Employment Contract. You will also need to upload a copy of your 2020-21 Federal Work-Study Eligibility Notification.
3. Complete your onboarding documents via DocuSign. You will get an email with these documents. Fill it out and electronically sign and date.
4. The LOC will be emailed to your employer authorizing you to start working. This step can take up to 15 days.

ON-CAMPUS JOBS

1. Fill out the Work-Study New Hire form found on the **Career Center** or **Financial Aid** website to initiate the Work-Study Student Employment Contract process. You and your supervisor will need to sign the Work-Study Student Employment Contract through DocuSign. You will be need to attach a copy of your job description and your 2020-21 Federal Work-Study Eligibility Notification.
2. You are responsible for tracking your work hours and submitting your biweekly timesheets.



Interview Tips

- 1** Dress Appropriately
- 2** Read description and prepare questions
- 3** Maintain eye contact
- 4** Be on time
- 5** Follow up with a thank you email

Some interviews will be in person or virtual



Office of Financial Aid

2020-2021 FEDERAL WORK STUDY ELIGIBILITY NOTIFICATION

NAME: _____

SID: _____

UCR's Financial Aid Office has confirmed that you received a Federal Work Study allocation to help cover your college expenses.

Your Federal Work Study award for the 2020-2021 year is: \$_____.

Please note that this letter is only a notice of your Federal Work Study Award. You will need to provide a copy of this notice during your interview.

When you are hired with a federal work study job, you will need to upload: (1) a copy of this notice and (2) a copy of your job description. Refer to the ["Work Study Process" webpage](#) for complete instructions. Once processed, you and your supervisor will receive a Letter of Clearance. You must await the Letter of Clearance to start working. This process may take up to 15 days.

Additionally, based on your Federal Work Study eligibility and eligibility requirements specified by the California Department of Social Services, you may be eligible for CalFresh benefits. CalFresh can help you cover your food expenses while you are in college. We encourage you to apply to receive this valuable benefit that could help make your college expenses more affordable. For more information, visit [UCR's Basic Needs website](#).

Please retain this letter as verification of your eligibility for, and receipt of, a Work Study award and for CalFresh eligibility purposes.

FOR MORE INFORMATION:

E-mail the Financial Aid Office at finaid@ucr.edu for any questions about your Federal Work Study award. Contact the Career Center at career@ucr.edu for assistance in your job search.

Sample Federal Work-Study Eligibility Notification



Getting Hired On-Campus



Fill out the Work-Study New Hire Form found on the Career Center or Financial Aid website to initiate the Work-Study Student Employment process.

You and your supervisor will need to sign the Work-Study Student Employment contract through DocuSign.



You will need to attach a copy of your job description and your 2020-2021 Federal Work-Study Eligibility Notification.



You are responsible for tracking your work hours and submitting your bi-weekly timesheets



Getting Hired Off-Campus

- 1. Fill out the Work-Study New Hire Form and upload a copy of your job description from Handshake. The form is available on the Career Center or Financial Aid website to initiate the Work-Study Student Employment process.**
- 2. Once completed, you will receive a Work-Study Student Employment Contract via an email from DocuSign. Once received, fill out ALL required fields and electronically sign and date your Work-Study Employment Contract. You will also need to upload a copy 2020-2021 Federal Work-Study Eligibility Notification.**
- 3. Complete your onboarding documents via DocuSign. You will get an email with these documents. Fill out and electronically sign and date.**
- 4. The Letter of Clearance (LOC) will be emailed to your employer authorizing you to start working. This step can take up to 15 days.**

Timesheets

Keep track of the hours you work!

- DO NOT exceed your award allocation
- Example = \$1500 FWS Award & job that pays \$15/hr = 100 hours of work

You will be paid bi-weekly

- **On Campus**
 - Speak with your employer regarding procedures & deadlines
- **Off Campus**
 - You will receive instructions



Financial Aid Office Overview

Email the Financial Aid Office for:

- Work-Study eligibility questions
- Any award adjustments
- Time sheet questions
- finaid@ucr.edu

Reminders

- Sign up for Direct Deposit in R'Web
- All paychecks are mailed to local address in R'Web



Cal Fresh Announcement

UNIVERSITY OF CALIFORNIA, RIVERSIDE

SAFETY EXIT

Search

UC RIVERSIDE

Basic Needs

WHAT YOU NEED TO SURVIVE AND THRIVE

HOME

BASIC NEEDS ASSISTANCE

FOOD INSECURITY

CALFRESH

R'PANTRY

🏠

BASIC NEEDS ASSISTANCE

Food for Thought

College can be a stressful time as you balance school, work, relationships and more. Some things you shouldn't have to worry about, though, like when and how you're going to eat. Turn to these campus and community resources to stay well-fed and healthy.

CalFresh

CalFresh is a federally mandated, state-supervised and county-operated government entitlement program that provides monthly food benefits to assist low-income households in purchasing the food they need to maintain adequate nutritional levels. These benefits can be used at various local grocery and convenience stores, including Scotty's convenience store located at the Highlander Union Building (HUB) and [now online!](#) [🔗](#)

Find out if you qualify and [how to apply.](#) [🔗](#)

Food Resources


+	Cooking Well
+	Fruit on Campus
+	On-Campus Convenience Stores
+	R'Garden
+	Arlington Temporary Assistance
+	Faith Community Church/Angel Food
+	Lutheran Social Services/Genesis Food Pantry

Email: ucrcalfresh@ucr.edu or <https://ucrcalfresh.youcanbook.me>

Loan2Learn



Service Description

UCR ITS [launched](#)  the Loan2Learn (L2L) Program for students in need of off-campus access to a learning device. Any student who does not have off-campus access to internet or a device that supports remote teaching and learning—such as a laptop, desktop, or tablet—may apply to the L2L Program.

How to Order

Complete the [Loan2Learn Application Form](#)  in the UCR ServiceLink Portal.

Eligibility

An internet hotspot or loaner laptop can be provided to any UCR student who meets the following criteria:

<https://its.ucr.edu/loan2learn>

Know your Dough!

Wages

Gross wages – how much you make before deductions are taken out.
Net Pay – “take home” pay; gross pay minus all the deductions.

W-4

Form that tells employers how much \$\$\$ to take out each pay period to go towards taxes.

W-2

Form that records gross wages and amounts taken out for taxes. You get this in January for the prior year’s wages.

Workshops

For Financial Wellness Workshops, visit go.ucr.edu/finwell or follow @ucrfinwell on Instagram for more info!

Career Center Overview

Schedule a virtual appointment with a Career Counselor or attend a virtual Drop in for:

- Job Search Assistance
- Interview Prep
- Resume and Cover Letter Reviews

Attend

- Virtual Skill-Building Workshops throughout Fall, Winter, and Spring Quarter

careers.ucr.edu



BEWARE OF JOB FRAUD

Learn the red flags to look out for in your job search.

- 💰 They're asking you to shop for them.
- 💵 You have to send them money.
- 💎 The job sounds too good to be true.
- ↔️ The job they offer isn't the one you applied for.

- 🤝 They won't meet you in person.
- ❓ You can't verify their information.
- 📄 They're asking for personal information.
- 🏠 You'll be working from home.

Learn more about job fraud and how to protect yourself at careers.ucr.edu or contact a career counselor today.



Virtual Hours:

Monday through Friday
8:00AM to 5:00PM

Virtual Drop-In Hours:

Monday through Thursday
10:00AM to 3:00PM

Friday

10:00AM to 12:00PM

careers.ucr.edu





Who to Contact

FINANCIAL AID
finaid@ucr.edu

For help with Work-study
eligibility, Allocation adjustments,
Letter of Clearance, paycheck
and timesheet issues

CAREER CENTER
careerrecruiting@ucr.edu

For help with Job search
assistance, Work-study job
application, and Drop-in
counseling

Connect with us!



#UCRCareerReady

#UCRCareerCenter

#Higherhighlanders

Connect. Inspire. Empower





Thank You