

WORK-STUDY

How to Hire a UC Riverside Work-Study Student

OFF-CAMPUS EMPLOYER

REGISTER AND POST A JOB

1. VISIT
ucr.joinhandshake.com

2. CLICK on “Log in”
or “Sign up for an Account.”

3. SELECT “Post a Job” following these indicators:
Job type: Job Duration: Temporary/Seasonal
Employment Type: Job Is this a work-study job: Yes

4. Fill out required information.



Hire a Student

Get job posting tips and posting policies:
careers.ucr.edu/employers/post-a-job

Rehire Students/Reserve Jobs:

Indicate “reserved” on the job title. The position will never go live for student viewing, so the employer must download the job description. Returning students do not automatically have work-study, so ensure their eligibility by reviewing their 2020-21 Federal Work-Study Eligibility Notification.



Recommended Wage: \$14



Copy a Previous Job:

Return to Handshake, open the desired job and click on “Duplicate Job” to begin editing the duplicate job.



Cross-Post a Job: Please note that only work-study recipients will be able to view a work-study job. You may cross-post a job as “part-time” and “no work-study.”



Approval Status: Please allow up to five business days to have job approved.



Close a Job: If the position is no longer available, return to Handshake, open the posted job and click on “Edit Job.”

INTERVIEW AND HIRE



1. Student applies for the position once it has been approved and posted.



2. The employer will fill out a DocuSign Work-Study Student Employment Contract once student has submitted their Work-Study New Hire Form. Once onboarding has been initiated and processed, expect to receive a Letter of Clearance (LOC).



3. The Letter of Clearance will be emailed directly to you, the employer, and the student. This authorizes the student to begin working and may take up to 15 days. Upon receipt of the LOC, you may begin to set up a schedule with your work-study student.

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FOLLOW PAYROLL PROCEDURES

1. **Student** submits hours biweekly to timesheet.ucr.edu.

2. **Student** prints their timesheet and submits it to their supervisor for approval. If printing is not possible, student must submit an electronic copy of their timesheet and email to their supervisor.

3. **Supervisor** submits signed timesheets by each biweekly due date and emails to workstudy@ucr.edu. Supervisor will receive a statement account no later than the 20th of each month; Terms Net30.

4. **Supervisor and student** should keep track of hours worked; student must notify the employer of any changes made to work-study award.

The work-study program requires strict adherence to federal regulations, including the disbursement of federal funds. Employers that allow a student to work beyond the work-study allocation must assume 100 percent of the salary for the additional time worked.

CONSIDER EMPLOYMENT DATES



Work-Study Hires: Employers wishing to hire work-study students must adhere to these campus-mandated dates:

Sept. 8, 2020: Students can start to view and apply for work-study positions.

Sept. 20, 2020: Students can start to work using work-study funds.

June 11, 2021: The last day students can work using work-study funds.

MONITOR STUDENT WORK HOURS



Classes in Session: Up to 20 hours per week

Classes not in Session: Up to 39 hours per week

Winter & Spring Break: Up to 39 hours each week

DISMISS A STUDENT FROM EMPLOYMENT

If a student's work-study allocation is depleted or cancelled: Terminate the student *or* retain the student, assuming 100 percent of the student's salary.

If the student does not perform the job in a satisfactory manner: Terminate a student by documenting the situation and forwarding the information to the Financial Aid Office at workstudy@ucr.edu.

CONTACT US



FINANCIAL AID
workstudy@ucr.edu
financialaid.ucr.edu
Work-Study Award Amount and Eligibility Periods



UCR CAREER CENTER
careerrecruiting@ucr.edu
careers.ucr.edu
Job Posting and Hiring Process



HUMAN RESOURCES
hrpolicy@ucr.edu
hr.ucr.edu *Student Employment Guidelines*

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