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
   - **Employment Type:** Job
   - **Duration:** Temporary/Seasonal
   - **Is this a work-study job:** Yes

4. **Fill out required information.**

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**REGISTER AND POST A JOB**

**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

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**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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WORK-STUDY
How to Hire a UC Riverside Work-Study Student

OFF-CAMPUS EMPLOYER

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.

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

UCR CAREER CENTER
careerrecruiting@ucr.edu
careers.ucr.edu

HUMAN RESOURCES
hrpolicy@ucr.edu
hr.ucr.edu

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.

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