WORK-STUDY
How to Hire a Work-Study Student

ON-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.”
4. Fill out required information.
5. To hire for a work-study position, select “student on-campus job” and check “yes” on “work-study.” Please note that only work-study recipients will be able to view a work-study job.

Hire a Student
Review the documentation listed below on careers.ucr.edu/employers/student-on-campus-employment-program
• Review Student Employment Guidelines
• Review Sample Job Descriptions

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 “student on-campus, no work-study” to have job viewable by all students.

Rehire Students/Reserve Jobs:
Indicated “reserved” on the job title. The position will never go live for student viewing, so the employer must print job description. Returning students do not automatically have work-study, so ensure their eligibility by reviewing their work-study placement form for 2019–20.

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

Minimum Wage: $12*

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1. Student applies for the position once it has been approved and posted.
2. Campus department contacts and interviews candidates of interest.
3. Student brings a work-study placement form to the interview.
4. Campus Department fills out the bottom portion of the placement form and emails a scanned copy of the placement form and a copy of the approved Handshake job posting to Financial Aid at workstudy@ucr.edu within the first week of a student’s start date.

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**FOLLOW PAYROLL PROCEDURES**

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

**Supervisor** approves timesheet based on UCR guidelines.

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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**CONSIDER EMPLOYMENT DATES**

Regular Hires: Regular student on-campus employment program hires can apply for and begin working at any time of the year. There are no date restrictions.

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

- **Sept. 9, 2019:** Students can start to view and apply for work-study positions.
- **Sept. 23, 2019:** Students can start to work using work-study funds.
- **June 12, 2020:** The last day students can work using work-study funds.

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**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

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**DISMISS A STUDENT FROM EMPLOYMENT**

If a student’s work-study allocation is depleted or cancelled, the department can 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, notify your department.

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**CONTACT US**

**FINANCIAL AID**

(951) 827-5429
financialaid.ucr.edu

Work-Study Award Amount and Eligibility Periods

**UCR CAREER CENTER**

(951) 827-3631
careers.ucr.edu

Job Posting and Hiring Process

**HUMAN RESOURCES**

(951) 827-2622
hr.ucr.edu

Student Employment Guidelines

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