

WORK-STUDY

How to Hire a Work-Study Student

ON-CAMPUS EMPLOYER

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 "on-campus student employment" and check "yes" on "work-study." Please note that starting August 23, 2021, only work-study recipients will be able to view work-study jobs on Handshake.

REGISTER AND POST A JOB



Hire a Student

Review the documentation listed below on careers.ucr.edu/oncampusemployers

- Review Student Employment Guidelines
- Review Sample Job Descriptions

Rehire Students/Reserve Jobs:

Post position on Handshake and include Reserved in the Job Title and Work-Study to indicate this position will not go live to students because you have already identified a student(s) to hire. You, the Campus Department, must download the job posting for the Student Employment Contract. To convert your job posting to a PDF select Print and Save as PDF. Returning students do not automatically have work-study, so ensure their eligibility by reviewing their 2021-22 Federal Work-Study Eligibility Notification.



Recommended Wage: \$14 to \$15



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. To cross-post a job that is viewable by all students, you may post the same job as "on-campus student employment, 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. Campus department contacts and interviews candidates of interest.



3. Student submits Work-Study New Hire Form to initiate the Work-Study Student Employment Contract.



4. Campus Department will receive the Work-Study Student Employment Contract via DocuSign to sign electronically. This will route to the supervisor after the student signs the document. Please complete this step before your student starts working. Then work with your department payroll coordinator to onboard the student.

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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.

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:

Aug. 23, 2021: Students can start to view and apply for work-study positions.

Sept. 19, 2021: Students can start to work using work-study funds.

June 10, 2022: The last day students can work using work-study funds.

MONITOR STUDENT WORK HOURS



Classes in Session: Up to 19 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, 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.

CONTACT US



FINANCIAL AID
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financialaid.ucr.edu
Work-study Contracts and Timesheets



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



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