

UNDERSTANDING THE WORK STUDY DOCUSIGN PROCESS

Financial Aid's Work Study Program has now gone paperless! We are using DocuSign to collect the Work Study Agreement, Exhibit A, and Exhibit B. You may submit your Certificate of Insurance by emailing it to workstudy@ucr.edu.

Here's the steps the DocuSign process will walk you through:

1. Financial Aid will route the Federal Work Study Agreement and Exhibit A and Exhibit B through DocuSign to the person designated by the site.
2. The first person it routes to will be required to fill out the company information on the Agreement, Exhibit A and Exhibit B. That same person will then need to identify the person authorized to execute the Agreement on behalf of the organization and specify a minimum of 2 authorized timesheet approvers.
3. The DocuSign will then route to the authorized signer of the Agreement to sign on behalf of the organization.
4. Once this is complete, the document will route to the two individuals (one by one) that were identified by the organization as authorized supervisors/timesheet approvers.
5. Once this is completed, the DocuSign will be routed to Financial Aid. Financial Aid will then await the Certificate of Insurance. You may email this to our office or send it by mail. If you mail it, please expect a small delay in processing as mail is only checked on a weekly basis.
6. When the Certificate of Insurance is received, Financial Aid will process it and inform Career Center that your contract is approved. Career Center will then inform you of the next steps.

Need assistance?

Contact us via email at workstudy@ucr.edu!

Tami Disney, Fiscal Assistant

Monica Martinez-Daniels, Asst Director