

# FEDERAL WORK-STUDY guidelines

## WHAT IS WORK-STUDY?

### 1. FEDERAL WORK-STUDY:

- Work-Study is a program funded by the U.S. government that offers financial assistance to students with a demonstrated financial need. Eligible students may use these funds by obtaining a part-time Work-Study job at the University or in an approved public/private non-profit organization during the academic year.

- A variety of technical and non-technical Work-Study jobs are available on-campus and in approved non-profit community organizations. Students typically work as lab assistants, office assistants, library aids, tutors, and mentors.

### 2. HOW TO APPLY:

- New students must file a FAFSA financial aid application and returning students must complete their renewal FAFSA by March 2<sup>nd</sup>.

- If you obtain Work-Study, you will receive a financial aid award notification that notes the gross earnings you can receive under the Work-Study Program via GROWL at [www.growl.ucr.edu](http://www.growl.ucr.edu).

### 3. ELIGIBILITY:

- To be eligible for a Work-Study job, a student must meet the following criteria:
- Demonstrate a financial need as determined by the Financial Aid Office.
- Maintain satisfactory academic progress (e.g., at least a 2.0 cumulative GPA) while working under the Work-Study program.
- Been offered and accept a Financial Aid Work-Study Award via GROWL.
- Be enrolled at UCR. If you withdraw for illness, etc. you will no longer qualify for Work-Study.
- You may use your Work-Study award during the academic year or elect not to use it. If you decide not to use your award, you will likely not receive Work-Study in subsequent years, as funds are very limited.

### 4. SECURING A WORK-STUDY JOB:

- All qualified Work-Study students have access to the online database, which can be found at the Career Center website [careers.ucr.edu](http://careers.ucr.edu) by clicking [SCOTLink Student Login](#).
- See attached "How to Search for a Work-Study Job" for step-by-step instructions.

### 5. PLACEMENT FORM:

- A Placement Form must be filled out prior to obtaining a Work-Study job. Print the Placement Form from SCOTjobs and sign and date the student section only.
- One Placement Form must be completed and submitted to Financial Aid for each position you obtain.
- If you obtain Work-Study next year, a new Placement Form must be completed even if you are returning to the same position.

## 6. INTERVIEW:

- BE PREPARED! Be sure to have a good understanding of the job duties, qualifications, hours and location before your interview. Take your Placement Form, the attached job description, and schedule of hours you are available to work to your interview. If you are hired for an on-campus job, your employer must fill out the employer section of the Placement Form and submit it with the job description to the Financial Aid Office.

## 7. OFF-CAMPUS JOBS:

- If you obtain an off-campus Work-Study job, such as at a school, do not work until you have a Letter of Clearance (LOC). To obtain a LOC, you must make an appointment with the Financial Aid Work-Study Unit (827-5429) prior to your start date. Have your employer fill out the employer section of the Placement Form and take the COMPLETED form and job description, along with your Social Security Card and a Picture ID to your appointment.

## 8. LETTER OF CLEARANCE:

- The Letter of Clearance informs your off-campus employer that you have completed the necessary payroll documents to receive a paycheck. This letter also indicates how many hours you are allowed to work under the program. Write this number down! Any hours you work that exceed your allotted amount will not be paid by the university (see example below) and may be considered volunteer hours.

## 9. PAY AND HOURS:

- You may not work more than an average of 19 hours while classes are in session and up to 39 hours per week during any full week when classes are not in session, with employer approval, if your schedule permits.
- Work-Study employees, whether employed on campus or in the community, receive a university paycheck the first working day of the month.
- Your Work-Study award is for the specific dollar amount listed on your Financial Aid award notification. If you exceed this amount before the end of the year, you may continue working only if your employer is willing to pay 100% of your hourly rate.
- Keep in mind, you may work up to the end of the academic year or until the total amount of your Work-Study award has been earned (see example below). It is your responsibility to keep track of the hours you have worked.
- You must report your hours accurately and submit your timesheets on time. Purposely giving false or misleading information is a federal offense and you may be fined \$10,000, sent to prison, or both. Below is an EXAMPLE of how to keep track of your Work-Study hours to ensure you do not work over your allotted award amount. In the example, by April, the student has worked all 287.5 of his/her hours, and is not eligible to work under the Work-Study Program for the rest of the year.

**EXAMPLE:**

<b>Award Amount: \$2300 ÷ Rate of Pay: \$8.00 = Hours eligible to work: 287.5</b>		
Sep/Oct: 57.50 hrs	Dec/Jan: 35.00 hrs	Mar/Apr: 36 hrs
Oct/Nov: 40.00 hrs	Jan/Feb: 40.75 hrs	Apr/May: 0 hrs
Nov/Dec: 36.25 hrs	Feb/Mar: 42.00 hrs	May/Jun: 0 hrs

## 10. RESPONSIBILITIES:

- Once you have secured a job, use the following employer and Work-Study guidelines to maintain it: report to work promptly when scheduled, dress appropriately, perform your work satisfactorily, and notify your supervisor ASAP when you will be late or unable to work. If you plan to terminate your job, give your employer at least a two-week notice.