

FEDERAL WORK-STUDY

frequently asked questions

1. DO I CLAIM MY WORK-STUDY EARNINGS ON MY INCOME TAX?

Yes, Work-Study earnings need to be reported on your income tax; however, your Work-Study earnings are deducted for financial aid purposes when you fill out your financial aid application (FAFSA).

2. HOW MUCH MONEY DO I HAVE LEFT IN MY WORK-STUDY AWARD?

You should keep track of your own hours/money earned. Contact your employer if you still have questions regarding the amount.

3. CAN I HAVE MORE THAN ONE WORK-STUDY JOB?

Yes, as long as you do not exceed a total of 19 hours per week.

4. CAN I HAVE A NON-WORK-STUDY JOB IN ADDITION TO MY WORK-STUDY JOB?

Yes, as long as your Work-Study job does not exceed 19 hours per week. However, working over 19 hours a week will adversely affect the time you have available to spend on your education.

5. HOW CAN I GET ACADEMIC CREDIT?

Academic credit is determined by your academic department. The job must be a meaningful learning experience and be related to coursework. Attend an Internship Workshop; schedules are available at the Career Center and online.

6. DO I HAVE TO USE MY WORK-STUDY EARNINGS FOR TUITION?

No, your earnings will be paid in your name and may be used for any necessary school expenses. Work-Study funds are only gained by working at an approved Work-Study job.

7. CAN I EXCEED THE AMOUNT AWARDED TO ME?

No, not unless approval is obtained from Financial Aid. NOTE: Hours worked after your Work-Study award has been depleted may be considered volunteer hours. If you are close to depleting your award, you may check with the Financial Aid Office to see if additional Work-Study funds are available.

8. WHERE DOES THE AWARD FUNDING COME FROM?

The Federal Government provides the funding to employers in order to provide jobs for Work-Study students.

9. WHEN DO I GET PAID?

You will get paid on the 1st of the month. Your supervisor will notify you when time sheets are to be turned in.

10. IF I DON'T USE MY WORK-STUDY THIS YEAR, CAN I USE IT NEXT YEAR?

Typically if students do not use their Work-Study that year, then they will not receive it in the future. They must earn at least a portion of the award before the end of spring quarter. It is only for the academic year; funds do not carry over to the summer or another year.

11. DO YOU HAVE ANY TIPS ON FINDING A WORK-STUDY POSITION?

Be aware that some Work-Study jobs can be competitive. Some tips are: 1. Attend a Work-Study Orientation. 2. Be sure you are selecting "Work-Study" as the position type to narrow down your search. 3. For on-campus jobs, type "on campus" in the keyword section. 4. Attend a resume workshop, prepare your resume with Optimal Resume, have it critiqued during drop-in. 5. Attend an interview skills workshop, practice interviews with Optimal Interview.

12. IF I DON'T USE MY WORK-STUDY AWARD WILL I BE PENALIZED?

No, it is not a loan and you do not have to pay it back. However, if you don't use it, you lose it.

13. DO I NEED TO FIND A JOB RIGHT AWAY?

No, in fact, if it is financially possible, we encourage students (especially incoming freshman) not to work until winter or spring quarter when they have adjusted to college life. Jobs are posted throughout the year and they should check SCOTjobs regularly.

HOW TO:

SEARCH FOR A WORK-STUDY JOB

LOGIN INSTRUCTIONS:

1. Go to the Career Center's homepage: careers.ucr.edu.
2. Click Student Login to access SCOTLink.
3. In the NetID line, enter the username for your student email account.
4. In the Password line, enter your Webmail password.
5. First-time users complete the Authorization to Work section found on the Academic Information page and the Privacy options page and click Save Changes and Continue.

SEARCH FOR JOBS:

6. Select the Jobs tab.
7. Select SCOTjobs.
8. In Position Type, select Work-Study. Completing other fields and selecting keywords will substantially limit your results.
9. When you see a job that interests you, click on the Job Title to pull up the job description.
10. Carefully read the job description, paying attention to qualifications, hours, and location.

HOW TO APPLY:

11. Apply for the position as directed by the job description. Employers will schedule interviews with the most qualified candidates.
12. Print your Federal Work-Study Placement Form from SCOTjobs. The form can be found in the "How to Apply" box within the job description.
13. Print the job description and attach it to the Placement Form PRIOR to the interview.

Note: when you are finished, be sure to log out and quit the browser.

INTERVIEW:

14. Take your Placement Form and job description to your SCHEDULED interview. Be prepared, well dressed, and on time for your interview.

GETTING HIRED:

15. If you are hired off-campus, you must obtain a Letter of Clearance prior to your job start date. Call the Financial Aid Work-Study unit for an appointment at (951) 827-5429. Fill out the student section and have your employer fill out the employer section of the Placement Form. Take the completed Placement Form and attached job description along with your Social Security Card and a Picture ID to your Financial Aid appointment.
16. If you are hired on-campus, fill out the student section and have your employer fill out the employer section of the placement form. Your employer MUST return the original Placement Form and job description to Financial Aid.

HAVE OTHER QUESTIONS?

Drop by the Career Center to have your questions answered!

OFFICE HOURS

Monday - Friday*

8:00 a.m. - 5:00 p.m.

*Wednesday

9:00 a.m. - 5:00 p.m.

Summer

Closed from Noon-1:00 p.m.

DROP-IN ADVISING HOURS

Monday - Thursday

11:00 a.m. - 12:00 p.m. & 1:00 p.m. - 4:00 p.m.

Friday

11:00 a.m. - 12:00 p.m.

Summer

No Friday Drop-in