Please read carefully and share the following administrative procedures with others involved in the hiring of Federal Work-Study (FWS) students.

ENCLOSED FORMS

**Exhibit B – Signature Authorization Form** - The Signature Authorization Form is required for audits. Please provide at least two signatures of persons authorized by your organization to approve the validity of Work-Study time sheets (i.e., Work-Study student’s supervisor). If there are any changes, please submit a new set of signatures.

**Exhibit C – Sample Letter of Clearance** - The Financial Aid Office will generate a Letter of Clearance indicating the amount of hours a student has been allotted to work under the FWS Program. Do not allow a student to work until you receive the Letter of Clearance.

INSTRUCTIONS FOR ACCESSING ONLINE DATABASE

Please submit your Work-Study job opportunities using the online database. Work-Study students seeking employment are referred to the database. When filling out the job description and qualifications section, please be as specific as possible.

- **Community Service and Regular Federal Work-Study Positions** – The pay rate may range from the state minimum wage, with no maximum rate limit, as set by employer. The hourly wage should be the prevailing rate at which a person with similar skills and abilities required for the job is paid. Most Work-Study jobs range from $9.00 to $15.00/hour.

- **America Reads/Counts Positions** – Please post separate job descriptions for math and reading. Designate each posting as either math or reading, not both. In addition, the hourly wage should be the prevailing rate at which a person with similar skills and abilities for the job is paid.

EMPLOYMENT PROCEDURES

Once you post your Work-Study job opportunities on the online database, they will be accessible to all Work-Study students. It is up to the students to decide which jobs they would like to pursue.

The student will contact you for an interview according to the application instructions on your job position. At the interview, the student will present a Federal Work-Study Placement Form. If you hire a student, complete the employer section of the Placement Form.

Please advise the student to take their completed Placement Form, job description, picture ID and a copy of their Social Security Card to the front counter of the UCR Student Services Building (HOSS) to make an appointment with the Financial Aid Office to obtain a “Letter of Clearance”.

**DO NOT ALLOW STUDENTS TO WORK UNTIL THE LETTER OF CLEARANCE IS PRESENTED.** Please refer to the Letter of Clearance (see Exhibit C for sample) for the number of hours a student is eligible to work under the FWS Program, as employers are responsible for monitoring these hours. Any hours worked by a student above their Work-Study allocation will be paid 100% by the employer. The employer will also be responsible for 100% of the salary if it employs a student under the assumption that the student has Work-Study when, in fact, funds have not been awarded, or if the student has lost their Work-Study eligibility.
It is the student’s responsibility to notify the employer if they are not going to enroll in school (i.e., has graduated or withdrawn from UCR).

Students may work up to 19 hours per week while classes are in session and up to 39 hours per week during any full week when classes are not in session (Winter and Spring break).

Note: In the Agreement, students hired under the program are considered employees of your organization.

**PAYROLL PROCEDURES**

Students are paid by the University on a Bi Weekly schedule. Students will submit hours worked to [http://timesheet.ucr.edu](http://timesheet.ucr.edu) using their Net ID and password. Students will print their timesheet; submit to their supervisor for approval by the due date for each pay period. These dates are given to each student with their Letter Of Clearance and located on the Financial Aid home page. Off-Campus Supervisors will then submit authorized, signed timesheets by email to [Workstudy@ucr.edu](mailto:Workstudy@ucr.edu) on each Bi Weekly due date.

**Statement of Account** - For Work-Study positions that require payment of 25%-50% of the student’s salary, the “Statement of Account” will be sent to you no later than the 20th of each month for payment of your organization’s share of compensation from the previous month. Payments MUST be made monthly.

**TERMINATION OF STUDENTS**

In the event a student's allocation is depleted, the organization can elect to retain the student, assuming 100% of the student's salary, or terminate the student. It is the responsibility of both the student and the organization to keep an accurate record of student earnings and to determine when the allocation has been depleted.

The Federal Work-Study Program requires strict adherence to Federal regulations including the disbursement of Federal funds. Thus, organizations that allow a student to work beyond the Work-Study allocation must assume 100% salary for the additional time worked.

If the student does not perform the job in a satisfactory manner, and you wish to terminate the student, please document as you would for a regular employee and forward the information to the Financial Aid Office, attention Kelly Stewart.

**REVISION OF WORK-STUDY AWARDS**

In some cases Work-Study awards will be increased or decreased during the academic year. Many of these adjustments are made at the request of the student. It is the student’s responsibility to notify you of these changes.

**QUESTIONS?**

- For questions regarding your time sheet, contact the [Financial Aid Work Study Unit](mailto:Financial.Aid.Work.Study.Unit@ucr.edu) at (951) 827-5429
- For instructions on how to post a job, contact the [Career Center](mailto:Career.Center@ucr.edu) at (951) 827-3631.

Additional copies of all forms are available on request for members of your staff who may be engaged in the hiring and supervision of Work-Study students.