

How to Hire a Student

ON-CAMPUS

REGISTER AND POST A JOB

INTERVIEW AND HIRE

FOLLOW PAYROLL PROCEDURES



Hire student
review documentation listed below.

[Review Student Employment Guidelines](#)

[Use Student Application](#)

[Review Sample Job Descriptions](#)



Copy a Previous Job:
Return to Handshake, open the desired job and click on “Duplicate Job” to begin editing the duplicate job.



To hire a Work-Study student, post separately - once as a “Work-Study” and once as a “student on-campus employment” position.



Minimum Wage: \$11



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 and change the expiration date.



Student submits hours biweekly to timesheet.ucr.edu.



Supervisor approves timesheet based on UCR guidelines.

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How to Hire a Student ON-CAMPUS

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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. 20, 2018: Students can start to view and apply for Work-Study positions.

Sept. 24, 2018: Students can start to work using Work-Study funds.

Jun. 14, 2018: The last day students can work using Work-Study funds.

MONITOR STUDENT WORK HOURS



Classes in Session: Up to 20 hours per week

Classes not in Session: Up to 39 hours per week

Winter & Spring Break: Up to 39 hours each week

OVERSEE JOB PERFORMANCE



If the student does not perform the job in a satisfactory manner, notify your department.

CONTACT US



Financial Aid:
finaid.ucr.edu
(951) 827-5429

Work-Study Award Amount and Eligibility Periods



UCR Career Center:
careers.ucr.edu
(951) 827-3631

Job Postings & Hiring Process



Human Resources:
hr.ucr.edu
(951) 827-2622

Student Employment Guidelines