WORK-STUDY
How to Hire a UC Riverside Work-Study Student

OFF-CAMPUS Employer

1. VISIT ucr.joinhandshake.com
2. CLICK on “Log in” or "Sign up for an Account."

3. SELECT “Post a Job” following these indicators:
   - Job type: Job
   - Employment Type: Job
   - Is this a work-study job: Yes
4. Fill out required information.

REGISTER AND POST A JOB

Minimum Wage: $11*

- Hire a Student: Review the documentation listed below on careers.ucr.edu:
  - 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.

- Cross-Post a Job: Please note that only work-study recipients will be able to view a work-study job. You may cross-post a job as “part-time” and “no work-study.”

- Rehire Students/Reserve Jobs: Indicate "reserved" on the job title. The position will never go live for student viewing, so the employer must print job description. Returning students do not automatically have work-study, so ensure their eligibility.

Approval Status: Please allow up to five business days to have job approved.

INTERVIEW AND HIRE

1. Student applies for the position once it has been approved and posted.
2. Work-study employer contacts and interviews candidates of interest. The employer fills out the bottom portion of the placement form. Student will take placement form to obtain Letter of Clearance (LOC).
3. The Letter of Clearence (LOC) will be mailed directly to you, the employer, authorizing the ability to allow the student to begin work. This step can take up to 10 days.

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**FOLLOW PAYROLL PROCEDURES**

1. **Student** submits hours biweekly to timesheet.ucr.edu.
2. **Student** prints their timesheet and submits it to their supervisor for approval.
3. **Supervisor** submits signed timesheets by each biweekly due date and emails to workstudy@ucr.edu. Supervisor will receive a statement account no later than the 20th of each month; Terms Net30.
4. **Supervisor and Student** should keep track of hours worked; student must notify the employer of any changes made to work-study award.

**The work-study program requires strict adherence to federal regulations, including the disbursement of federal funds. Employers that allow a student to work beyond the work-study allocation must assume 100 percent of the salary for the additional time worked.**

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**CONSIDER EMPLOYMENT DATES**

**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.
- **June 14, 2019:** The last day students can work using work-study funds.

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**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

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**DISMISS A STUDENT FROM EMPLOYMENT**

If a student's work-study allocation is depleted: Terminate the student — or — Retain the student, assuming 100 percent of the student's salary.

If the student does not perform the job in a satisfactory manner: Terminate a student by documenting the situation and forwarding the information to the Financial Aid Office, attention Kelly Stewart: kelly.stewart@ucr.edu.

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**CONTACT US**

**FINANCIAL AID**
(951) 827-5429
finaid.ucr.edu
Work-Study Award Amount and Eligibility Periods

**UCR CAREER CENTER**
(951) 827-3631
careers.ucr.edu
Job Posting and Hiring Process

**HUMAN RESOURCES**
(951) 827-2622
hr.ucr.edu
Student Employment Guidelines

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