How to Hire a Work-Study Student

**ON-CAMPUS Employer**

1. **VISIT**
   uc.rjoinhandshake.com

2. **CLICK on “Log in” or “Sign up for an Account.”**

3. **Select “Post a Job.”**

4. **Fill out required information.**

5. To hire for a work-study position, select “student on-campus job” and check “yes” on "work-study." Please note that only work-study recipients will be able to view a work-study job.

**REGISTER AND POST A JOB**

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

- **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 “student on-campus, no work-study” to have job viewable by all students.

- **Rehire Students/Reserve Jobs:**
  Indicated “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.

- **Minimum Wage:** $11*

**INTERVIEW AND HIRE**

1. **Student** applies for the position once it has been approved and posted.

2. **Campus Department** contacts and interviews candidates of interest.

3. **Student** brings a work-study placement form to the interview.

4. **Campus Department** fills out the bottom portion of the placement form and mails it with the job description to Financial Aid within the first week of a student’s start date.

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**WORK-STUDY**

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**FOLLOW PAYROLL PROCEDURES**

- **Student** submits hours biweekly to timesheet.ucr.edu.
- **Supervisor** approves timesheet based on UCR guidelines.

*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**

- **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.
- **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, the department can 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, notify your department.

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**CONTACT US**

**FINANCIAL AID**

(951) 827-5429
finaid.ucr.edu

*Work-Study Award Amount and Eligibility Periods*

**UCRCAREERCENTER**

(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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