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

UNIVERSITY OF CALIFORNIA **UCRIVERSIDE** | Career Center

OFF-CAMPUS Employer

REGISTER AND POST A JOB

1. Visit CAREERS.UCR.EDU

2. CLICK "Employers Tools" and select "Post a Job"

3. Register or Sign-In

4. Select "Post Jobs at UCR Only (no fee)" and choose Work-Study for position type

5. Complete the description & Submit

Rehire Students / Reserve Jobs: Indicate "reserved" on job title with the student name. The position will never go live for student viewing, so the employer must print the job description.

Copy a Previous Job: Select "add new job;" an option to look at archived jobs will be available.

Cross-Post a Job: to hire a "non" Work-Study student, post a "part-time" position *separately*.

Minimum Wage: $10.50*

*Jan. 2018 minimum wage will be $11

Approval Status: An email will be sent to the employer contact when the position is approved.

Close a Job: If the position is no longer available, return to SCOTJobs and change the expiration date.

INTERVIEW AND HIRE

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

2. Employer contacts and interviews candidates of interest.

3. Student brings a Work-Study Placement Form and job description to the interview.

4. Employer fills out the bottom part of the placement form to confirm the hire.

5. Student obtains a Letter of Clearance (LOC) before they can begin work (required). To obtain a LOC, the student takes the completed Work-Study Placement Form and job description to the UCR Student Services Building at the HOSS desk. **Student** must give the LOC to the employer before they can begin work.

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FOLLOW PAYROLL PROCEDURES

Student submits hours biweekly to **timesheet.ucr.edu.**

Student prints their timesheet and submits it to their supervisor for approval.

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.

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% of the salary for the additional time worked.

NOTE IMPORTANT DATES

Sept. 11, 2017: Students can start to view and apply for positions.

Sept. 25, 2017: Students can start to work using Work-Study funds.

Jun. 15, 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

Summer: Work-Study not funded

DISMISS A STUDENT FROM EMPLOYMENT

If a student's Work-Study allocation is depleted: Terminate the student -or- Retain the student, assuming 100% 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.**

CONTACT US

Financial Aid:
finaid.ucr.edu
(951) 827-5429
Award Amounts; Eligibility Periods;
Timesheets & Billing

UCR Career Center:
careers.ucr.edu
(951) 827-3631
Job Postings & Hiring Process