# WORK-STUDY

## How to Hire a UC Riverside Work-Study Student

### 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

**REGISTER AND POST A JOB**

- **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:** $10.00
- **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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## WORK-STUDY
How to Hire a UC Riverside Work-Study Student

### OFF-CAMPUS Employer

<table>
<thead>
<tr>
<th>STUDENT</th>
<th>WORKER</th>
<th>SUPERVISOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student submits hours biweekly to: <a href="http://timesheet.ucr.edu">http://timesheet.ucr.edu</a></td>
<td>Student prints their timesheet and submits it to their supervisor for approval.</td>
<td>Supervisor submits signed timesheets by each biweekly due date and emails to <a href="mailto:workstudy@ucr.edu">workstudy@ucr.edu</a></td>
</tr>
</tbody>
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### FOLLOW PAYROLL PROCEDURES

- **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. 6, 2016:** Students can start to view and apply for positions.
- **Sept. 19, 2016:** Students can start to work using Work-Study funds.
- **Jun. 16, 2017:** The last day students can work using Work-Study funds.

### MONITOR STUDENT WORK HOURS

- **Classes in Session:** Up to 19 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](mailto:Kelly.Stewart@ucr.edu)

### CONTACT US

- **Financial Aid:** [http://finaid.ucr.edu](http://finaid.ucr.edu)  
  (951) 827-5429  
  Award Amounts; Eligibility Periods; Timesheets & Billing
- **UCR Career Center:** [http://www.careers.ucr.edu](http://www.careers.ucr.edu)  
  (951) 827-3631  
  Job Postings & Hiring Process

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