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:** $10.50*
  *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.

continued on the back
WORK-STUDY

How to Hire a UC Riverside Work-Study Student

OFF-CAMPUS Employer

**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