

# WORK-STUDY

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

ON-CAMPUS Employer

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. Returning students do not automatically have Work-Study, so ensure eligibility.



#### 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* – once as a "Work Study" and once as a "Student On-Campus Employment" position.



**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.



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.

### INTERVIEW AND HIRE



4. **Campus Department** fills out the bottom part of the form to confirm the hire.



5. **Campus Department** mails the Placement Form and a copy of the job description to Financial Aid within the first week of a student's start date.

continued on the back 

# WORK-STUDY

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

ON-CAMPUS Employer

### FOLLOW PAYROLL PROCEDURES



**Student** submits hours biweekly to [timesheet.ucr.edu](https://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% of the salary for the additional time worked.*

### NOTE IMPORTANT DATES



**Sept. 6, 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, notify your department.**

### CONTACT US



**Financial Aid:**  
[finaid.ucr.edu](https://finaid.ucr.edu)  
(951) 827-5429

Award Amounts; Eligibility Periods



**UCR Career Center:**  
[careers.ucr.edu](https://careers.ucr.edu)  
(951) 827-3631

Job Postings & Hiring Process