WORK-STUDY PROGRAM
2015-2016

Below are critical dates, job posting, hire and re-hire procedures for the Work-Study Program. Please share these procedures with others who may be interested in hiring Work-Study students. The following information is essential and no work is to be performed under the Work-Study Program prior to the completion of these procedures. Lack of oversight in this process may result in the department paying the total hourly rate.

GENERAL INFORMATION AND DATES

- Employers post positions: 9/08/15 - 6/10/16
- Students may begin viewing FWS positions: Tuesday, 9/08/15
- Students may apply for jobs as early as Tuesday, September 08th, 2015
- Students cannot begin work until Monday, September 21st 2015.
- Last day a student is allowed to work using Work-Study funds is Friday, June 10th 2016.
- Students may work up to 19 hours per week while classes are in session and up to 39 hours per week when classes are not in session.
  - 39 hours the week of: Monday, 12/14/15- Friday, 12/18/15 – Winter Break
  - 39 hours the week of: Monday, 3/21/16 - Friday, 3/25/16 – Spring Break
- Work Study is not funded during Summer.
- To ensure the proper credit is on your account when you hire a student, place the appropriate code (F or C) in the WSP field on the distribution line in PPS. The code is located on the job title line of the job description once it has been approved through SCOTJobs. Send the completed original Work-Study Placement Form PRIOR to student’s employment start date to the Financial Aid Office by intercampus mail, ATTN: Work Study
- When a student’s allocation is depleted, the employer can elect to retain the student, assuming 100% of the student’s salary, or simply terminate the student. It is the responsibility of both the student and the employer to keep an accurate record of the student’s earnings to determine when the allocation has been depleted.
- Work-Study awards can be increased or decreased during the academic year. Many of these adjustments are made at the request of the student. It is the student’s responsibility to notify you of these changes.

JOB POSTING

1) Go to the Career Center’s website at: careers.ucr.edu and click on Employer Login.
2) If you are a first-time user – click the Register and Post Jobs at UCR Only (No Fee) tab.
3) Complete the employer registration process and job posting then click Submit.
4) Once your registration and job posting have been successfully submitted you will receive a confirmation email with a password required for your next login. Please allow 1-2 business days for approval.
5) In the Username line, enter your email address.
6) Enter your Password
7) Click on the Jobs tab
8) Click on Add New to create a new position or
9) Click on Add New then click the drop-down arrow next to Copy Existing to copy a recent job description
10) Click on Show Archived to copy an archived job description (position expired more than 30 days prior)
11) Under Position Type, select Work-Study. If you would like to double post your position as Work-Study and part-time, please create a separate posting. Work-Study postings must have unique ID #’s.
12) Enter detailed Job Description including fields for hourly rate, hours per week, and number of positions open.
13) Click Submit.
14) Please do not print the job description until it has been reviewed and approved by the Career Center, then retain a copy for your files. Once approved, the Career Center will release the job for students to view.
15) To close the position, please return to SCOTjobs and change the expiration date to the present day.
Departments may submit their Job Postings using the On-Line Database, SCOTJobs (Please see “Employer Instructions for SCOTJobs”). A new job posting is required each year. It is recommended that departments designate one person to submit job postings, as the database requires a username and password.

Once you post your Work-Study job opportunities onto SCOTjobs, they will be accessible to all Work-Study students. It is up to the students to decide which jobs they would like to pursue and to apply to them.

If you plan to hire or re-hire a particular student please note the word “Reserved” in the job title when you post the job.

The job will be closed for student view and you may click into the job description, select the Preview tab and print a copy to forward to the Financial Aid Office. Please do not print the job description until it has been approved through SCOTjobs. Approved jobs will have the job ID# and FWS payroll code in the job title.

President’s Work Study Program is a special allocation of state funds for undocumented students that has a separate Placement Form with the (P) as the only option. If your Placement Form is for President’s Work Study, input the "P" code into PPS on the EAPP screen in the WSP field. The approved job description will specify both letter codes (P or F) as they both reflect a 50/50 percentage split.

Returning students DO NOT automatically have Work-Study. Please refer potential New Hires or Re-Hires to log into SCOTjobs on the Career Center’s website to obtain their Work-Study Placement Form. The Placement Form notes the student’s award amount. The student must give you the Placement Form before the employment start date. THE ORIGINAL COMPLETED PLACEMENT FORM AND ATTACHED JOB DESCRIPTION MUST BE RETURNED TO FINANCIAL AID WITHIN THE FIRST WEEK OF THE STUDENT’S START DATE. The approved job description will have the job ID# and letter code to check on the Placement Form and input into PPS on the EAPP screen in the WSP field.

It is the department’s responsibility to close a job that is no longer available by entering the database and changing the expiration date to the present day.

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**CONTACTS**

**Payroll:** [HTTP://ACCOUNTING.UCR.EDU/PAYROLL](http://ACCOUNTING.UCR.EDU/PAYROLL) (951) 827-3311
- Checks - Stop payment
- Mail request
- Title Codes
- Full Accounting Unit (FAU)
- Single Expense Transfer (SET)

**Financial Aid:** [HTTP://FINAID.UCR.EDU](http://FINAID.UCR.EDU) (951) 827-5429
- Award amounts
- Eligibility period

**UCR Career Center:** [HTTP://CAREERS.UCR.EDU](http://CAREERS.UCR.EDU) (951) 827-3631
- Job Posting
- Job Placement process