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



#### **OFF-CAMPUS EMPLOYERS**

1. Visit ucr.joinhandshake.com

2. Click on "Log in" or "Sign up for an Account."

3. Select "Post a Job" following these indicators:

Job type: Job Employment Type: Job **Duration**: Job, Temporary/Seasonal **Is this a work-study job**: Yes 4. Fill out the required information.

### REGISTER AND POST A JOB

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Hire a student Get job posting tips and posting policies: careers.ucr.edu/employers/post-a-job

#### **Rehire Students/Reserve Jobs:**

Indicate "reserved" in the job title. The position will never go live for students viewing. You, the employer, must download the job posting. Returning students do not automatically have workstudy, so ensure their eligibility by reviewing their Work-Study Eligibility Notification Form.

Current Federal Minimum Wage: \$15.50

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**Copy a Previous Job:** Return to Handshake, open the desired job and click on "Duplicate Job" to begin editing the duplicate job.

**Approval Status:** Please

days to have job approved.

allow up to 5 business



**Cross-Post a Job:** Please note that only work-study recipients will be able to view a work-study job. To cross-post a job that is viewable by all students, you may post the same job as "part-time" and "no work-study."



**Close a Job:** If the position is no longer available, return to Handshake, open the posted job and click on "Edit Job."

INTERVIEW AND HIRE



 Student applies for the position once it has been approved and posted.

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2. Once you have selected the candidate you would like to hire, the student will fill out the **Work-Study New Hire Form** which will initiate a Student Employment Contract via DocuSign to be sent to the supervisor and student. Both the job posting & Work-study Eligibility Notification Form will need to be attached to this contract.



3. **The Letter of Clearance** will be emailed directly to you, the employer, and the student. This authorizes the student to begin working and may take up to 15 days. Upon receipt of the LOC, you may begin to set up a schedule with your work-study student. Do not allow students to work until you have received the LOC.

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### **OFF-CAMPUS EMPLOYERS**

1. Students submit hours biweekly to timesheet.ucr.edu

2. Students print their timesheets and submit to their supervisor for approval. Students can also submit an electronic copy of their timesheets and email to supervisor.

### **FOLLOW PAYROLL PROCEDURES**

3. Supervisor submits signed timesheets by each biweekly due date and email to workstudy@ucr.edu. Supervisor will receive a statement account no later than the 20th of each month: Terms Net30, Timesheets schedule available at: careers.ucr.edu/accounting

4. 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 any additional time worked.

CONSIDER **EMPLOYMENT** DATES



Work-Study Hires: Employers wishing to hire work-study students must adhere to these campus-mandated dates:

August 21, 2023: **September 18, 2023:** June 22. 2024:

Students can start to view and apply for work-study positions. Students can start to work using work-study funds. The last day students can work using work-study funds.

MONITOR STUDENT **WORK HOURS** 



**Class in Session:** Up to 19 hours per week **Class not in Session:** Up to 39 hours per week Winter & Spring Break: Up to 39 hours each week

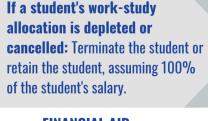
**DISMISS A STUDENT FROM EMPLOYMENT** 

### **CONTACT US**

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Follow us:

@ucrcareercenter



**FINANCIAL AID** workstudy@ucr.edu financialaid.ucr.edu Work-Study Award Amount and Eligibility Periods

If the student does not perform the job in a satisfactory manner: Terminate the student by documenting the situation and forwarding the information to the Financial Aid Office at workstudy@ucr.edu

**UCR CAREER CENTER** careercenter@ucr.edu careers.ucr.edu **Job Posting and Hiring** Process



**HUMAN RESOURCES** hrpolicy@ucr.edu hr.ucr.edu **Student Employment** Guidelines



Link to our group:

UCR Career Center | Work-study Playlist

workstudy@ucr.edu - CAREERS.UCR.EDU/employers/work-study

