

# WORK-STUDY

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

### OFF-CAMPUS EMPLOYERS

## REGISTER AND POST A JOB

1. Visit [ucr.joinhandshake.com](http://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

**Duration:** Job, Temporary/Seasonal

**Employment Type:** Job

**Is this a work-study job:** Yes

4. Fill out the required  
information.



### Hire a student

Get job posting tips and posting policies:  
[careers.ucr.edu/employers/post-a-job](http://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 work-study, so ensure their eligibility by reviewing their Work-Study Eligibility Notification Form.

**Current Federal  
Minimum Wage:**  
\$15.50



### 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 allow up to 5 business days to have job approved.



**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



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



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.

continued on back

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#### FOLLOW PAYROLL PROCEDURES

1. **Students** submit hours biweekly to [timesheet.ucr.edu](mailto: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.

3. **Supervisor** submits signed timesheets by each biweekly due date and email to [workstudy@ucr.edu](mailto: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](https://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:** Students can start to view and apply for work-study positions.
- September 18, 2023:** Students can start to work using work-study funds.
- June 22, 2024:** 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

**If a student's work-study allocation is depleted or cancelled:** 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 the student by documenting the situation and forwarding the information to the Financial Aid Office at [workstudy@ucr.edu](mailto:workstudy@ucr.edu)

#### CONTACT US



**FINANCIAL AID**  
[workstudy@ucr.edu](mailto:workstudy@ucr.edu)  
[financialaid.ucr.edu](https://financialaid.ucr.edu)  
Work-Study Award Amount and Eligibility Periods



**UCR CAREER CENTER**  
[careercenter@ucr.edu](mailto:careercenter@ucr.edu)  
[careers.ucr.edu](https://careers.ucr.edu)  
Job Posting and Hiring Process



**HUMAN RESOURCES**  
[hrpolicy@ucr.edu](mailto:hrpolicy@ucr.edu)  
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Student Employment Guidelines



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Link to our group:  
[UCR Career Center | Work-study Playlist](#)