

Federal Work-Study Employer Onboarding and Supervisor Training

January 25, 2023

Agenda

- Supervisor Role, Expectations, and Best Practices
- Understanding the Job Posting and Onboarding Process
- Supervisor Tools and Resources
- Q&A/Troubleshooting



Supervisor Role, Expectations, and Best Practices



Best Practices for the Supervisor Role

As supervisors, you have a critical role in educating and mentoring students to enable their success on and off the job. The work completed by student employees helps them gain relevant skills and experience, while developing as professionals and other qualities important to their future endeavors. As a supervisor, you should be able to:

- Provide clear communication on expectations and work standards for your organization.
- Ensure your student employees have a proper workspace (*if in-person*) and equipment.
- Provide an initial orientation with ongoing training.
- Make every effort to keep your student employees motivated and engaged with meaningful and productive assignments.
- Create regular check-ins for updates, questions, and continuous learning through consistent feedback.
- Be committed to their professional growth by helping the student to develop a sense of professionalism and giving them opportunities to sharpen their skills.



Supervisor Expectations from the FWS Agreement

- Supervise the student and permit reasonable supervision by a University Rep
- Adhere to bona fide policy
 - Student employees are not to be required to pay for any training or other job-related expenses or onboarding fees
- Review and approve timesheets
- Monitor student hours
 - Allow no student to work more than 19 hours per week over a quarter (term).
 - Allow no student to work during student's class times.
 - Allow student to not work more than 39 hours during winter and spring breaks.
- Reimburse the University between **25%-50%** of the total compensation paid to students. Approved America Reads/Counts tutoring positions will be funded **100%** through Federal Work-Study.

Understanding the Job Posting and Onboarding Process

Handshake: What you Need to Know



ALL work-study jobs must be posted on Handshake.



Each company can only have ONE employer account per company – tied to company email domain.



2 Types of User Accounts



OWNERS

Only ONE owner per company profile. Has ability to manage all other roles and company profile.




RECRUITERS

Full access to post jobs, interviews and events. Does not have access to make changes to company profile.

Handshake: Getting Started

https://app.joinhandshake.com/employer_registrations/new



Already have an account? [Log In](#)

Sign up as an Employer


Email Address (use your work email)

Password Confirm Password

[Sign Up](#)



One Trusted, Integrated Network

Recruit top students from over 700 University partners



••••

Step 1: Sign up as Employer



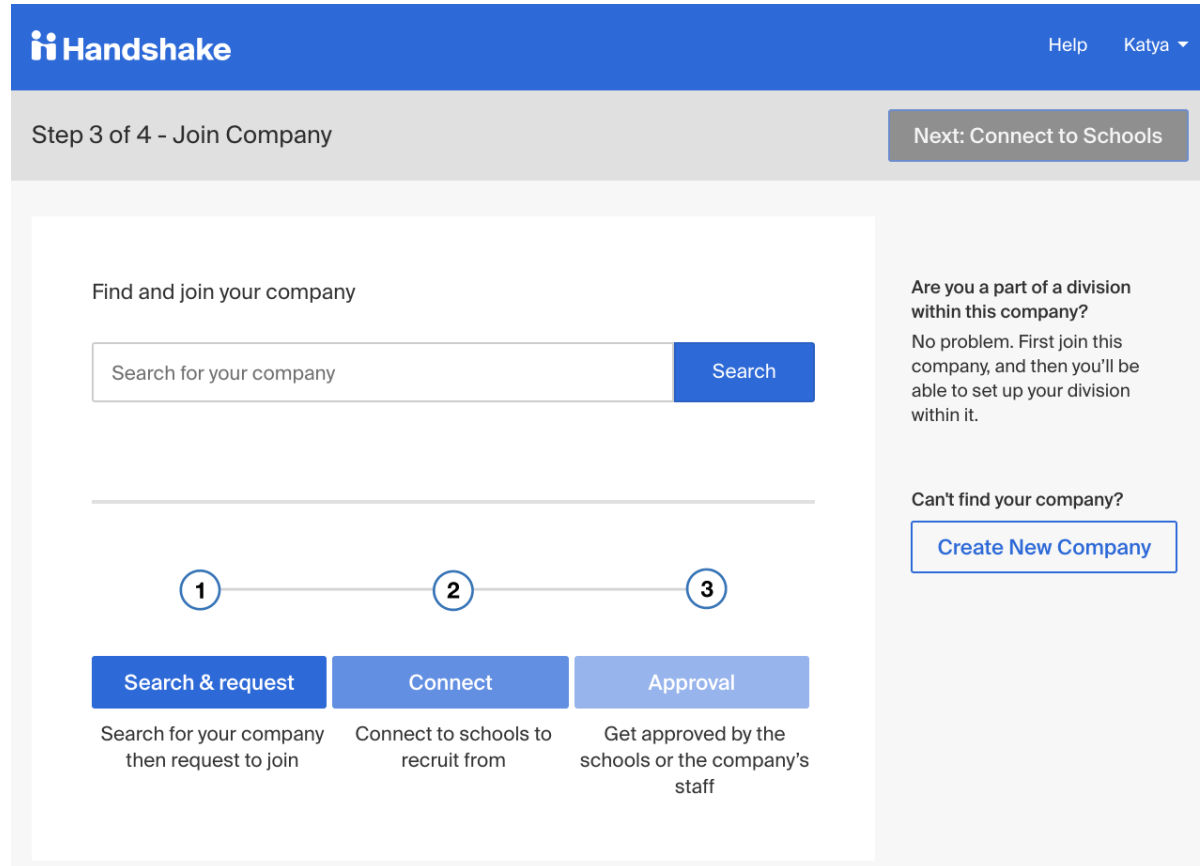
Great! You've successfully signed up for Handshake.

We've sent you a link to confirm your email address. Please check your inbox. It could take up to 10 minutes to show up in your inbox.

Step 2: Confirm your Email Address

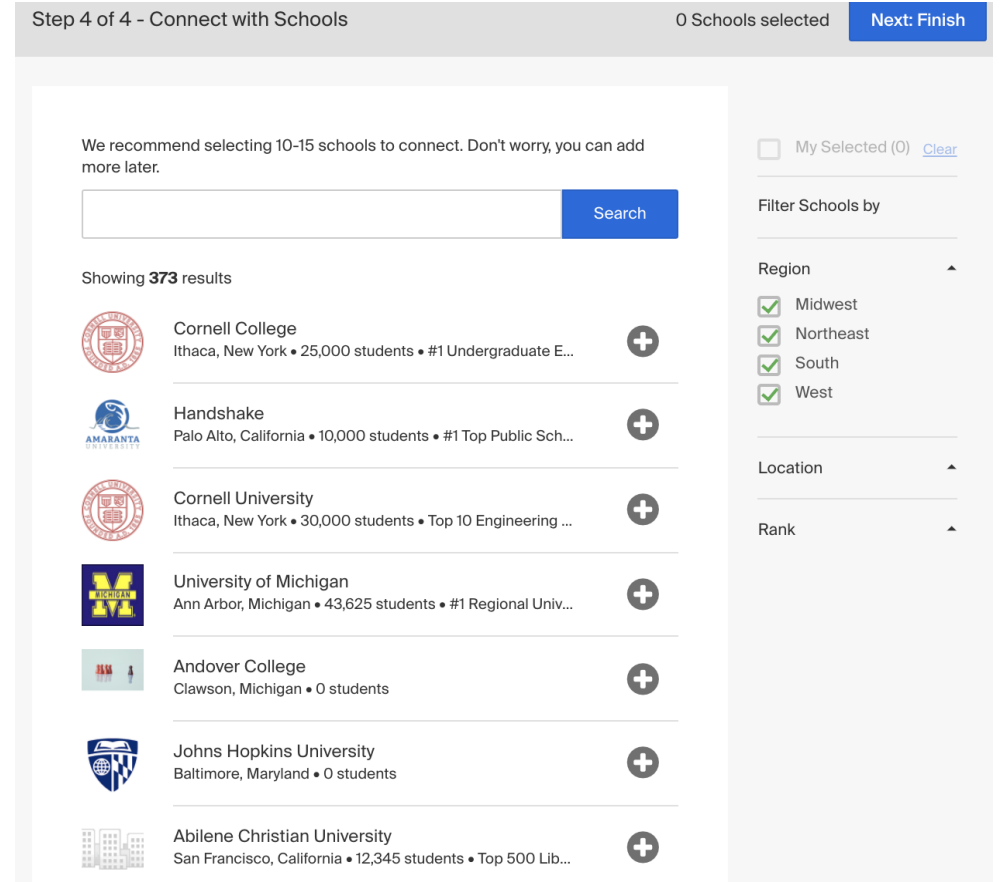
Handshake: Getting Started

https://app.joinhandshake.com/employer_registrations/new



The screenshot shows the 'Step 3 of 4 - Join Company' interface. At the top, the Handshake logo is on the left, and 'Help' and 'Katya' are on the right. Below the header, the current step is 'Step 3 of 4 - Join Company' and the next step is 'Next: Connect to Schools'. The main content area is titled 'Find and join your company' and features a search bar with the placeholder text 'Search for your company' and a blue 'Search' button. Below the search bar is a progress indicator with three steps: 1 (Search & request), 2 (Connect), and 3 (Approval). Step 1 is highlighted with a blue bar. Below the progress indicator are three buttons: 'Search & request', 'Connect', and 'Approval'. Under 'Search & request' is the text 'Search for your company then request to join'. Under 'Connect' is 'Connect to schools to recruit from'. Under 'Approval' is 'Get approved by the schools or the company's staff'. To the right of the search bar, there is a section titled 'Are you a part of a division within this company?' with the text 'No problem. First join this company, and then you'll be able to set up your division within it.' Below this is a 'Create New Company' button.

Step 3: Join your Company



The screenshot shows the 'Step 4 of 4 - Connect with Schools' interface. At the top, the current step is 'Step 4 of 4 - Connect with Schools', '0 Schools selected', and a 'Next: Finish' button. The main content area is titled 'We recommend selecting 10-15 schools to connect. Don't worry, you can add more later.' Below this is a search bar with a blue 'Search' button. Below the search bar, it says 'Showing 373 results'. A list of schools is displayed, each with a logo, name, location, student count, and a plus sign button. The schools listed are: Cornell College (Ithaca, New York • 25,000 students • #1 Undergraduate E...), Handshake (Palo Alto, California • 10,000 students • #1 Top Public Sch...), Cornell University (Ithaca, New York • 30,000 students • Top 10 Engineering ...), University of Michigan (Ann Arbor, Michigan • 43,625 students • #1 Regional Univ...), Andover College (Clawson, Michigan • 0 students), Johns Hopkins University (Baltimore, Maryland • 0 students), and Abilene Christian University (San Francisco, California • 12,345 students • Top 500 Lib...). To the right of the list is a filter section titled 'Filter Schools by'. It includes a checkbox for 'My Selected (0) Clear' and three filter categories: 'Region' (Midwest, Northeast, South, West), 'Location', and 'Rank'. The 'Region' filters are checked.

Step 4: Connect with Schools

Navigating Handshake

Handshake Search... Favorites filter applied ▾ Help ▾ Michelle Gomez ▾

Home
My Profile
Company Profile
Postings
Jobs
Relationships
Search Students
Schools
Contacts
Meetings
Events
Scheduling
On-Campus
Interviews
Fairs
Talent Engagement
Branding

Top strategies to recruit early talent at scale

[RSVP for the series](#)

[+ Post a Job](#) [+ Request an Interview](#) [+ Create an Event](#)

Jobs

	Virtual Drop-In Advising 01/24/23 Approved Approved January 05 at 10:08am
	Virtual Drop-In Advising 1/31/23 Approved Approved January 05 at 10:11am
	Virtual Drop-In Advising 02/07/23 Approved Approved January 18 at 3:42pm
	Virtual Drop-In Advising 02/13/23 Approved Approved January 18 at 3:44pm
	Virtual Drop-In Advising 02/21/23 Approved Approved January 18 at 3:46pm

Interviews

	University of California, Riverside (UCR) Approved Approved January 18th 2023 at 3:51 pm
	University of California, Riverside (UCR) Approved Approved January 18th 2023 at 3:49 pm
	University of California, Riverside (UCR) Approved Approved January 18th 2023 at 3:47 pm
	University of California, Riverside (UCR) Approved Approved January 18th 2023 at 3:46 pm
	University of California, Riverside (UCR) Approved Approved January 18th 2023 at 3:44 pm

Upcoming Events

You have not RSVP'd to any upcoming events.

Handshake: Important Tips for Posting your Position(s)

Where should students submit their application?

- Apply in Handshake
- Apply through external system

Job title- WS team will review job title and description to add classification.

Job title

WORK-STUDY - C, AVID Tutor (Grades 7-12), Mira Loma Middle School, Jurupa Unified School District

Employer

Jurupa Unified School District

Job Type

- Internship
- Cooperative Education
- Experiential Learning
- On Campus Student Employment
- Fellowship
- Graduate School
- Job
- Volunteer

If you are an off-campus employer, please list as "job."

Employment Type

- Full-Time
- Part-Time

Duration

- Permanent
- Temporary / Seasonal

Typically work-study positions will be viewable in late-August of the academic year.

Start date

2023-01-03

End date

2023-05-26

Is this a Work Study job?

Work study jobs are for eligible students only.

- Yes
- No

For our team to review as a work-study position, it MUST be labeled to correctly route into the review bin.

Apply start

2022-12-01 9:00 am

When students will be able to begin applying to this job.

JOB DESCRIPTION

This must be substantial and detailed. For America Reads and America Tutors classification, if the job description identifies any subjects outside of the scope, it will not be approved.

Heading 1 B I U A

WORK-STUDY - C, AVID Tutor (Grades 7-12), Mira Loma Middle School, Jurupa Unified School District

Job Description

The employee will work under the direction of our AVID site coordinators and/or certificated staff member to provide support and foundational skills to students. The AVID college tutors support and guide students through a rigorous 10 step tutorial process in the AVID classroom, that helps the student develop higher levels of critical thinking and processing through their course work. The JUSD AVID program works with MS and HS students that are college bound. As a tutor for the

You can copy and paste a description directly from your website – we'll retain all the formatting.

How many students do you expect to hire for this position?

2

This number can be approximate and will not be displayed to students. If you aren't sure, put 1.

Job location

5051 Steve Street, Jurupa Valley, California 92509, United States

+ add another location

Allow remote workers

Please remain consistent whether the job is virtual. It would also be beneficial to include verbiage of hybrid, in-person, or virtual within job description.

Paid or unpaid?

- Paid
- Unpaid

Estimated pay

Jobs located in California, Colorado, New York, and Washington states (including jobs performed remotely from these states) must include an estimated pay range. Estimated pay ranges for jobs in other states are encouraged.

Show pay by

Custom range

Amount

\$ 18

USD

Rate

\$ 18

USD

Per hour

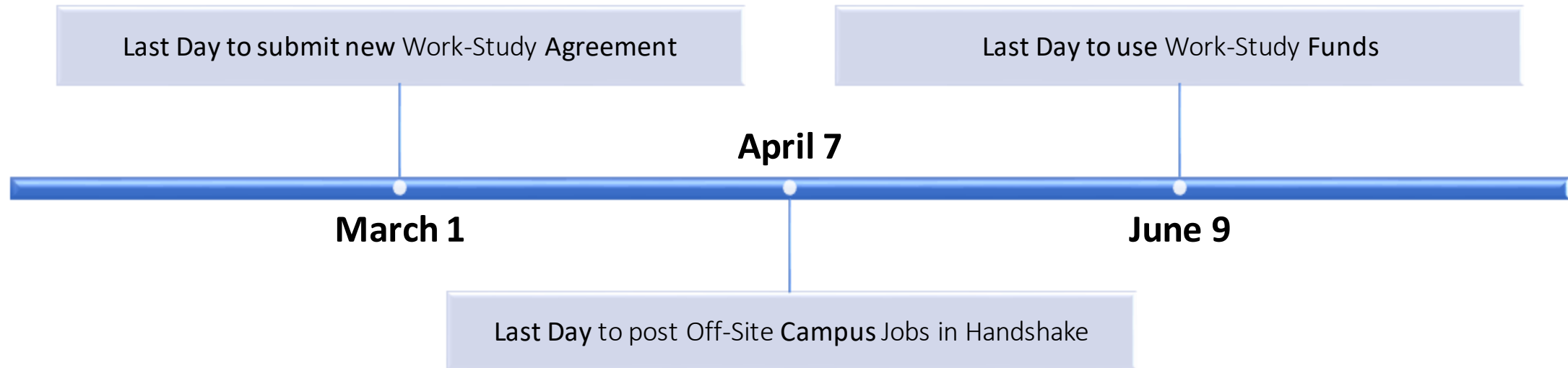
Per the CA Salary Transparency Law, employers must ensure a salary or hourly wage is listed on all postings. It will not be approved if left blank.



Handshake Resources

- [Creating an Employer Account](#)
- [Posting a Position](#)
- [Employer Owners Tools](#)
- [Sample Job Descriptions for Off-Campus Employers](#)

Remaining Timelines for 2022-2023





Supervisor Onboarding

NEW: Need to onboard supervisor to approve student timesheets in UCR Time and Attendance Reporting System (TARS)

Non-Profit

- **Identify 2 Supervisors in the Intent to Participate Form, before FWS Agreement sent**
- **Supervisor onboarding starts**

School District

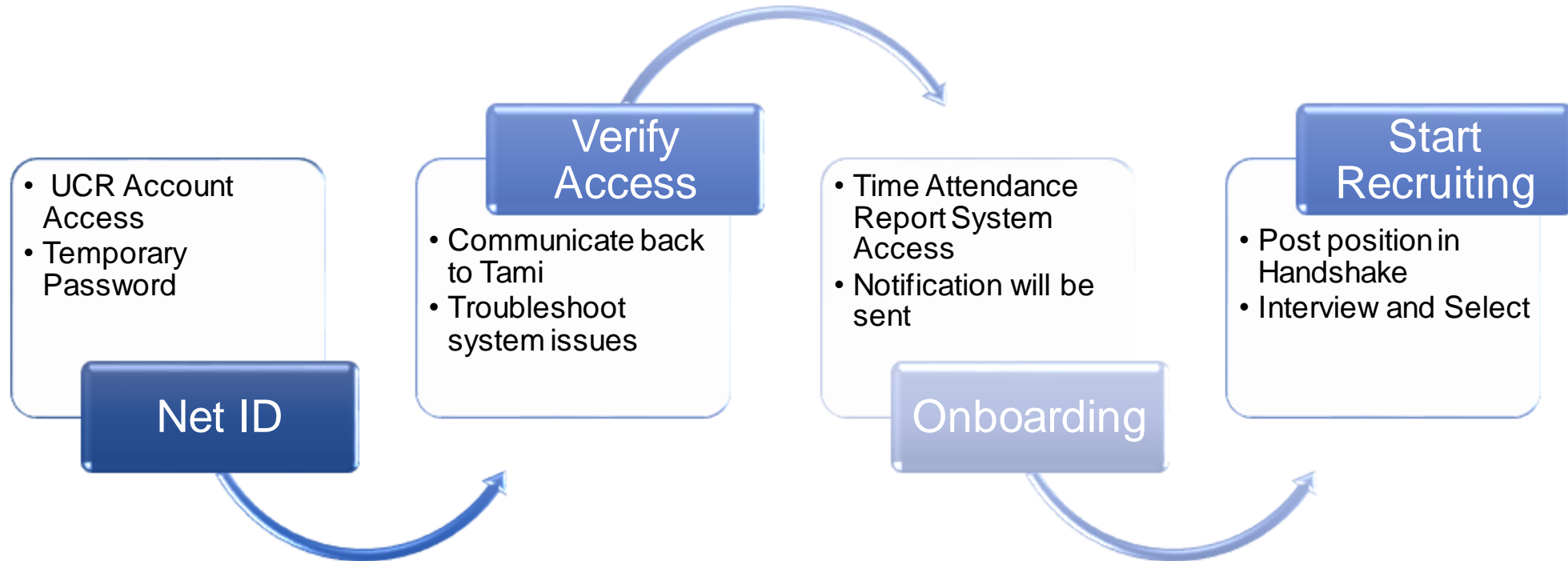
- **Identify 2 Supervisors in the EX B form, sent after FWS Agreement is signed**
- **Supervisor onboarding starts**



Supervisor Onboarding Cont'd

- Only **two** site supervisors allowed
- You may need to coordinate internally with your site on identifying the supervisors
- We are now connecting student employee to site supervisor in our systems
- Changes in staffing? [Let us know](#) so that we can fix on our end too!
 - Would need to onboard new supervisor
 - If students are left without a supervisor, **may create a delay in pay**
 - If possible, let us know in advance so that we can plan properly

Supervisor Onboarding





Supervisor Onboarding

After the FWS Agreement is signed, we start the supervisor onboarding process.

1. NetID

- Process: FA submits ticket for NetID (username) for site supervisors
- Communication: Tami forwards NetID email confirmation to the site supervisor
- Special note: It is **VERY time sensitive**. Must log in and set up your account.
 - Has to be used within 7 days. Otherwise, it will expire, and we will need to open a ticket for UCR ITS to help you re-set your account.
- Timeframe: If a returning site, generally in about **2-3 weeks** from time FWS Agreement signed. If you are a new site, the process can take a bit longer as we have more set up required.

2. Onboarding

- Process: FA submits ticket for access to UCR system
- Communication: No communication to supervisor at this point
- Timing: About 2 weeks

3. Onboarding completed

- Process: Ticket is processed. Onboarding is completed and access is provisioned.
- Communication: FA to send out email to supervisor explaining onboarding is completed, with some links to resources re: pay periods, timesheet system

Supervisor Onboarding Completed Email

UCR Federal Work-Study Supervisor Setup Completed



Tami E Disney

To: [Redacted]

Cc: Wrkstudy



Wed 1/11/2023 8:32 AM

Dear UCR Federal Work-Study Supervisor,

You are now officially set up to approve timesheets for your future work-study students.

As a supervisor, you will now have access to a [UCR email](#) account and the [UCR Time and Attendance Reporting System \(TARS\)](#). Every two weeks you will be informed via email that a timesheet is ready for you to review. This email will be sent to your "UCR email" but we recommend that you forward those system generated emails to your professional work email. We will also send reminder emails.

In addition, we have included some documents in this email to help you understand your new role:

1. [Supervisor Timesheet Guide](#) - How to approve timesheets
2. [Work-Study Payroll Calendar](#) - Pay periods and due dates
3. [Student Timesheet Guide](#) - How a student submits a timesheet (for you to share with your student if needed, they will get a copy of this as well)

Please note: Your access to [UCR TARS](#) is also dependent on whether you were able to finish setting up your account. The temporary password that was provided is only live for 7 days. Once those 7 days expire, the password will not work. Please let us know if you were not able to finish setting up your account, we will need to work with our IT department to reset it for you.

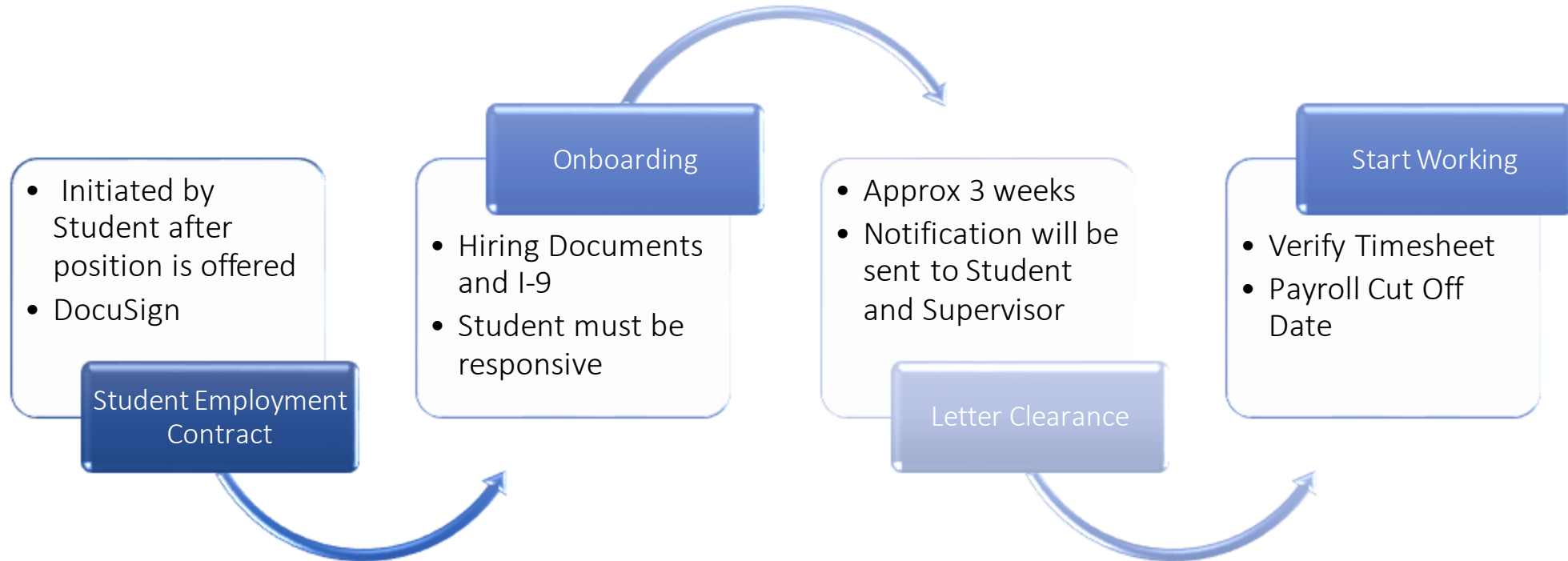
We hope you find this information useful. We will be available should you have any questions for us now or during the timesheet approval periods.

Thank you,

Tami

UCR Federal Work-Study Program
Financial Aid Office

Student Onboarding





Student Onboarding

After FA receives the Student Employment Contract, we start the student onboarding process.

1. Submit onboarding ticket

- Process: FA submits ticket for student to get onboarded in the UCR personnel system. This is in partnership with a unit in our division called "Workforce Administration."
- Communication: Student will receive an onboarding packet via DocuSign from Workforce Administration. It will explain to student what action they need to take in addition to filling out the packet.
 - Student may need to schedule an appt to present their I-9 documents (eligibility to work in the US)
- Special note: Students may delay this process if they miss their appointments and/or don't have the correct documentation.
- Timeframe: If student is working at a returning site, generally in about **3 weeks** from time onboarding ticket is submitted. If you are a new site, the process can take a bit longer as we have more set up required.

2. Onboarding completed

- Process: Ticket is processed. Onboarding is completed.
- Communication: FA sends out a Letter of Clearance to student and supervisor to inform both that student is now ready to start working.
 - It will include an estimated number of hours that a student may work

Student Letter of Clearance Email

Letter of Clearance for [REDACTED]

This message was sent with High importance.



Tami E Disney [in](#)

To: [REDACTED]

Cc: Wrkstudy



Fri 1/13/2023 1:14 PM



FEDERAL WORK-STUDY PROGRAM – LETTER OF CLEARANCE

START DATE: [REDACTED]
SUPERVISOR: Sharon T. Judie
SITE: My Learning Studio
WORK-STUDY JOB CLASSIFICATION: A
SITE ID: [REDACTED]

Shakira Alvarez-Ruiz 862055141 has completed the necessary employment papers for participation in the Federal Work-Study Program and is cleared to begin working for your agency.

The student is currently eligible to earn a maximum of **2000** gross, roughly **125.00000000000000** hours (subject to change), for the entire 2022-23 academic year (September 19, 2022, to June 9, 2023). Do not allow the student to work beyond this allocation, nor permit the student to work for more than 19 hours a week during school sessions nor over 39 hours during any vacation period (Winter and Spring break). The organization shall be responsible for payment of 100% of wages earned in excess of the allocation above.

Once the allocation has been exceeded you may continue to have the student work, but you will need to pay for 100% of the student's wages. A student that has been dismissed or has withdrawn from the University is not eligible for Federal Work-Study so the employer must pay 100% of wages earned. Students cannot be paid for holidays, sick leave, or vacation time.

Students are paid by the University on a biweekly schedule. Students will submit hours worked to [timesheet.ucr.edu]timesheet.ucr.edu using their NetID and password. Students can use this guide to help them understand how to submit a timesheet. Students will also need to sign up for Direct Deposit through UCPath. Once logged in, select Direct Deposit under 'Income and Taxes.' Then add, update, or delete direct deposit information. To add direct deposit information: enter the bank routing number, the account type, the account number, and the direct deposit amount or percentage. The initial Direct Deposit set-up may take up to two weeks to become effective. Supervisors should keep handy [UCR's Payroll Calendar](#). Please be sure to submit the timesheets by the date listed under the "Employee Cutoff – 11pm" column. Off campus supervisors will need to approve timesheets by the deadlines. For help email workstudy@ucr.edu.

Federal Work-Study Invoice – For Work-Study positions that require payment of 25%-50% of the student's salary, the "Invoice" will be sent to you every month for payment of your organization's share of compensation from the previous month. Payments MUST be made monthly.

Employers need to be certain their employees understand their responsibilities. If, for any reason, employment is terminated, please notify us at workstudy@ucr.edu.

Cordially,

Tami E. Disney
Financial Aid Office
workstudy@ucr.edu

UCR's Time and Attendance Reporting System (TARS)

- System used to approve timesheets
- Process: Review and approve timesheets every two weeks
- Communication:
 - We send a 1st timesheet reminder email
 - Other communication happens as needed on Monday afternoons if timesheet is not submitted
- Special note: Sometimes there are early cutoffs, we usually send emails when this happens
- Now, let's do a walkthrough of the TARS Guide

A screenshot of the TARS system interface showing a timesheet table. The table has columns for "Day of Month", "Total Hours", and an empty column. The rows list dates from Sunday, Dec 25th, 2022, to Saturday, Jan 7th, 2023, with "Total" at the bottom. The "Total Hours" column shows 0 for all days. The interface includes tabs for "OVERVIEW", "TIME REPORTING", "DETAILED VIEW", "ATTACHMENTS", "COMMENTS", and "APPROVAL HISTORY". The job ID "Job 1 - 40787415" and position "STDT AID OUTSIDE AGENCY" are visible in the top right.

Day of Month	Total Hours	
Position		STDT AID OUTSIDE AGENCY
SUNDAY DEC 25th, 2022	0	
MONDAY DEC 26th, 2022	0	
TUESDAY DEC 27th, 2022	0	
WEDNESDAY DEC 28th, 2022	0	
THURSDAY DEC 29th, 2022	0	
FRIDAY DEC 30th, 2022	0	
SATURDAY DEC 31st, 2022	0	
SUNDAY JAN 1st, 2023	0	
MONDAY JAN 2nd, 2023	0	
TUESDAY JAN 3rd, 2023	0	
WEDNESDAY JAN 4th, 2023	0	
THURSDAY JAN 5th, 2023	0	
FRIDAY JAN 6th, 2023	0	
SATURDAY JAN 7th, 2023	0	
Total:	0	

Supervisor Tools and Resources

Developing Student Employees through a Career Competencies Lens



Skill Development

Based on what skills employer look for in recent graduates, the NACE Career Competencies provide language for students and managers to talk about skill development.

Top 8 Career Competencies for a Career Ready Workforce, include:

1. Career & Self-Development
2. Communication
3. Critical Thinking
4. Equity & Inclusion
5. Leadership
6. Professionalism
7. Teamwork
8. Technology

Read more at: ["Competencies for a Career-Ready Workforce"](#),
National Association of Colleges and Employers, March 2021

Supervisor Tools & Resources



Skill Development

- Have students complete a self-reflection on their career competency strengths and growth areas and co-create a professional development plan together.
 - [Sample: Student Professional Skills Self-Reflection Worksheet](#)
- Build in professional development to develop and enhance skills through LinkedIn Learning, an on-demand video learning platform available to all UCR students, or other online resources to supplement their on-the-job training.
 - [Sample: Curated Resources for Teaching & Assessing Career Readiness Competencies](#)

Supervisor Tools & Resources



Skill Development

- Have students and site supervisors complete an evaluation on the level of proficiency the student employee demonstrates in each career competency at different stages of the year.
 - [Sample: Student Employee or Intern Evaluation using Career Competencies](#)
- Help your students articulate their skills on a resume, cover letter, or interview.
 - [Sample: Translating the Student Employment Experience and Skills on the Resume](#)

UCR Student Employee Resources



- **Career Center Resources:**
 - [Overview of Career Center Resources](#)
 - [Professional Etiquette Handout](#)
 - [Resume Writing Resources](#)
 - [Pre-recorded Career Workshops](#)
- **LinkedIn Learning**
 - [UCR Student Access](#)
- **Grow with Google**
 - Succeed at your New Job Module which includes: *Create a Project Plan with Google Sheets, Deliver an Engaging Presentation Talk, Overcoming Imposter Syndrome, Plan Effective Meetings, and Create a Compelling Presentation*
 - [UCR Student Instructions](#)

Management & Supervision Resources



- Explore our [UC DEI Recruitment Best Practices Guide](#) to learn best practices for recruiting diverse talent at UCR.
- Learn tips about [how to minimize and handle student conflict](#) as a manager.*
- Turn your student jobs into [internships or internship-like experiences](#).*
- Understand and utilize [other campus resources](#) that can help support your students in their academics, at work, or in their professional development.

**Resources provided by [National Association of Colleges and Employers](#)*

Troubleshooting and Q&As



Troubleshooting – Process for Rehiring Students

- Not only will a new contract need to be developed each academic year (September – June), but every position will need a new job posting on Handshake each year – even student employees you plan to rehire.
- To rehire a student, post your position on Handshake and add "**RESERVED**" to the job title. This will queue our team to approve and immediately expire the position so it will never go live to students.
- Job Descriptions can then be accessed by the employer via their Handshake account: **Jobs > Expired > Select Job > View Details**



Troubleshooting – Attaching a Job Description as PDF to Student Employment Contract

- A PDF version of the Job Description within Handshake is required once the Student Employment Contract has been initiated.
- To download a PDF, expand the Job Description within Handshake to view all details.
- Select Print > Save as PDF
- Upload the Job Description to the Student Employment Contract.

Troubleshooting – NetID

- The first step of Supervisor Onboarding is the NetID step
- Tami will forward an email (sample to the right) and ask that you finish setting up your account
- NetID expires within 7 days
 - If it is not used, FA needs to know and will reach out to UCR ITS for support
 - It may take site supervisors speaking directly with UCR ITS in order to get account set up

FW: Action Required: Affiliate NetID

Dear UCR Affiliate:

Welcome to UCR! Your NetID has been created on 09/28/2022 and the temporary password will expire on 10/05/2022.

Please reset the password prior to the expiration date.

UCR NET ID: [REDACTED]

Temporary NetID password (will expire within 7 days): [REDACTED]

Before attempting to use your [NetID](#) to access email or other systems, you must visit <https://myaccount.ucr.edu> and complete the steps below:

1. STEP ONE: Set a permanent password for your NetID account (Note: password change MUST be completed within 7 days of account creation). [View instructions here.](#)

2. STEP TWO: Set up your security questions by clicking [Manage Security Questions](#).

After completing the steps above, please note that it may take up to 30 minutes for the system to update. Once updated, you will be able to access all authorized applications, including your email and calendar. If you are unable to access an application due to permissions, please contact your department's System Access Administrator (SAA).

If you do not change your password within 7 days of NetID account creation, the system will automatically terminate your temporary password and you will need to contact your Enterprise Directory Administrator (EDA) to reactivate the account.

Enabling Your Success,

Information Technology Solutions
University of California, Riverside
ITS.UCR.EDU

Troubleshooting – Resetting Password

1. To set up your account, you will need to go to <https://myaccount.ucr.edu> using your NetID and temporary password
2. Click on "**Change Password**"
3. Enter your new password

1

UCR RIVERSIDE

UCR NetID: _____

Password: _____

SIGN IN

[Forgot your password?](#)

[Learn about MFA](#)

[Need help?](#)

2

UCR MyACCOUNT SUPPORT SIGN OUT

HOME

Welcome, Scotty

You may manage your password, change your security questions, add or delete a device, or search knowledge articles here.

Change Password Manage Security Questions Manage Devices

3

3 New Password

Enter your new password

New Password
.....

Confirm New Password
.....

Change Password

Choosing a new password

For security purposes, passwords must:

- between 8 and 255 characters long
- contain at least 1 upper case letter
- contain at least 1 lower case letter
- contain at least 1 number
- contain at least 1 special character

Troubleshooting – Updating Security Questions

1. Set up your security questions by clicking on the "**Manage Security Questions**" link (BLUE Square)
2. Update security questions

1

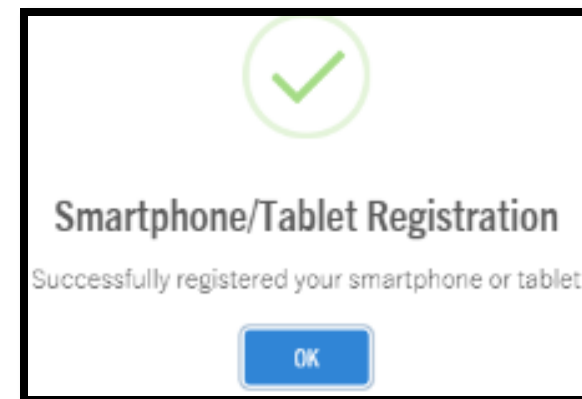
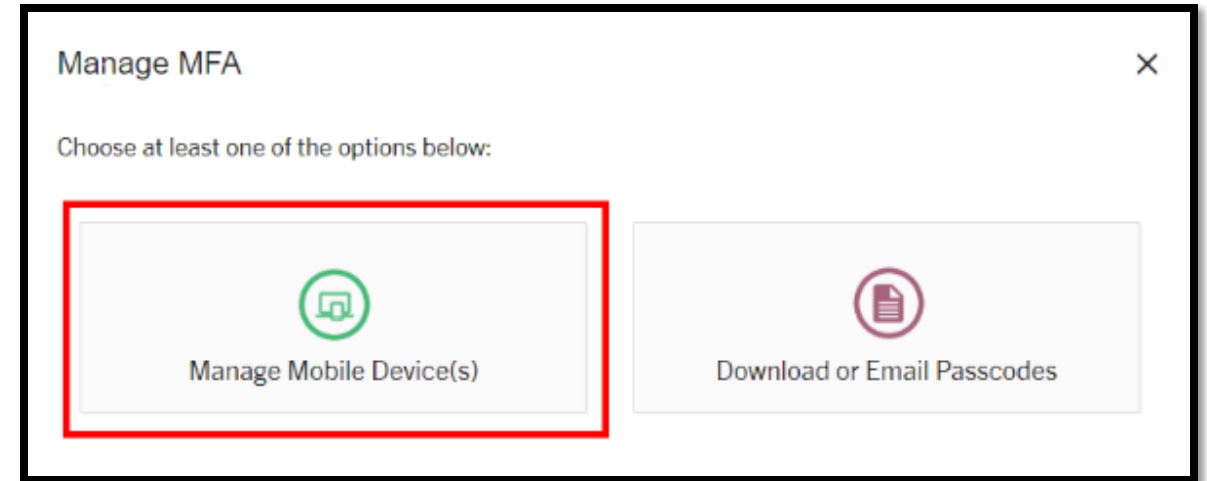
The screenshot shows the UCR MyACCOUNT dashboard. At the top, there is a navigation bar with the UCR logo, 'MyACCOUNT', and links for 'SUPPORT' and 'SIGN OUT'. Below the navigation bar, a 'HOME' link is visible. The main content area features a welcome message 'Welcome, Scotty' and a sub-header: 'You may manage your password, change your security questions, add or delete a device, or search knowledge articles here.' Three main action buttons are displayed: 'Change Password' (highlighted with a green square), 'Manage Security Questions' (highlighted with a blue square), and 'Manage Devices'. A red '1' is positioned to the left of the dashboard.

2

The screenshot shows a 'Verify Security Answers' dialog box. It contains the following text: 'To protect your account, please answer your current Security Questions before modifying them.' Below this is a red note: '* Note: [Only United States English characters are supported.](#)' The dialog lists three security questions. The first question is 'Security Question 1' with the prompt 'What city were you born in?'. Below the prompt is an 'Answer' label and an input field. A 'Next' button is located to the right of the input field. The second and third questions are 'Security Question 2' and 'Security Question 3' respectively, but they are not yet visible.

Troubleshooting – Enrolling in MFA

- What is MFA?
 - Multi-factor Authentication
 - It is mandatory for all UCR community members
- How to enroll?
 - Many guides on the UCR ITS website
 - Enroll through <https://myaccount.ucr.edu>
 - Easier in the long run to add a device to get passcode sent to you



Troubleshooting – TARS

- Ensure student submits by the deadlines
- Make sure time reported is correct
- Sending timesheet back to student

UC RIVERSIDE

Time & Attendance Reporting System

April 03, 2022 - April 16, 2022 Timesheet

E-mail Feedback

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
		VAC: 0 SKL: 0 Prior Leaves Pending	✓	1	STDT AID OUTSIDE AGENCY	D01171 - Financial Aid	Martinez-Daniels, Monica	26.75

Your name will be listed here.

This is the student's total hours for the entire pay period.

These are the hours reported per day. You can click into them to see the full details of the "Time In" and "Time Out." You can also review this under the "Detailed View" section.

Day of Month	Total Hours	
Position: STDT AID OUTSIDE AGENCY		
SUNDAY APR 3rd, 2022	0	
MONDAY APR 4th, 2022	5.5	5.5 REG
TUESDAY APR 5th, 2022	0	
WEDNESDAY APR 6th, 2022	2.25	2.25 REG
THURSDAY APR 7th, 2022	0	
FRIDAY APR 8th, 2022	5.75	5.75 REG
SATURDAY APR 9th, 2022	0	
SUNDAY APR 10th, 2022	0	
MONDAY APR 11th, 2022	5.5	5.5 REG
TUESDAY APR 12th, 2022	0	
WEDNESDAY APR 13th, 2022	2.25	2.25 REG
THURSDAY APR 14th, 2022	0	
FRIDAY APR 15th, 2022	5.5	5.5 REG
SATURDAY APR 16th, 2022	0	
Total:	26.75	26.75 REG



Who to Contact

Financial Aid

- Work-Study Agreement
- Completing Hiring Paperwork
- Letter of Clearance, paychecks, timesheets

workstudy@ucr.edu

Career Center

- Employers who are seeking to become a work-study partner
- Employers who need support with work-study job posting via Handshake

careercenter@ucr.edu

UCR