

WORKFLOW PROCESS:

LEARNING-ALIGNED EMPLOYMENT PROGRAM (LAEP)

1

POST ON HANDSHAKE (SUPERVISOR OR ADMINISTRATIVE TEAM)

All LAEP positions must be posted in Handshake. This includes employers actively looking to recruit students or for students you already have in mind.

Resource: [LAEP Job Posting Guide](#)

Point of Contact: Career Center (careercenter@ucr.edu)

2

WORK-STUDY NEW HIRE FORM (STUDENT)

Once a position in Handshake is approved and you have the student(s) you would like to hire, have them fill out the [Work-Study New Hire form](#).

This form will route a LAEP Student Employment Contract via DocuSign over to the student and employer to begin the financial aid paperwork process.

Point of Contact: Office of Financial Aid (workstudy@ucr.edu)

3

LAEP STUDENT EMPLOYMENT CONTRACT (STUDENT, THEN SUPERVISOR)

Based on entry from Step 2, the contract will route to the student first to fill out, then the supervisor, and finally the Office of Financial Aid for approval. The student will not be cleared to have their wages covered under LAEP until this contract is approved and the supervisor receives notification.

Point of Contact: Office of Financial Aid (workstudy@ucr.edu)

4

DEPARTMENTAL ONBOARDING (SUPERVISOR AND ADMINISTRATIVE TEAM)

After a supervisor receives notification that a student is cleared to have their wages charged to the LAEP account, they may begin working as long as they are properly onboarded by their department as a student employee.

When a student is cleared by the Financial Aid Office, the supervisor will receive information to provide to their administrative team to ensure the student's wages are charged to the LAEP account via payroll.

Point of Contact: Your department's administrative team or Shared Service Center.

ADDITIONAL RESOURCES:

- [Overview of Hiring a LAEP student \(VIDEO\)](#)
- [Hiring Student Employees- Career Center Website](#)