



Learning-Aligned Employment Program (LAEP)- Student Onboarding On-Campus Employers: Frequently Asked Questions (FAQs)

Overview of Hiring a LAEP Student- ([Video Link](#))

Please review the following steps for hiring a LAEP student. The Career Center and Financial Aid Office will help employers and students through the process from Steps #1-3. Employers must work with their department's admin team and Shared Service Center to complete Steps #4 & 5.

Step #1: Post a qualifying position in Handshake as an active recruitment and hire student OR post a position for a student you already have in mind. See [LAEP Job Description Checklist](#) and [How to Post a Job in Handshake](#) for details.

Step #2: Once the job posting is approved and you have selected your student, have them complete a [Work-Study New Hire Form](#). This will route the DocuSign in the next step.

Step #3: Student and supervisor must complete the LAEP Student Employment Contract via DocuSign.

Step #4: Talk to your admin team about onboarding the student as a student employee with your department. They may need to reach out to your department's Shared Service Center for assistance.

- We recommend that employers involve their admin team as early as possible in this process to gain insight on their department's process for student onboarding including timeframes, information, documentation needed.

Step #5: Monitor a student's hours. Students will be required to submit a bi-weekly paycheck that supervisors must approve. For more information, [view the Time & Attendance Reporting System User Guides](#).

When do I know if a student can start working and have their wages covered through LAEP?

To ensure students are able to begin earnings wages that can be covered through LAEP, employers must ensure:

- Financial aid paperwork has been completed. This includes:
 - Posting a job in Handshake for approval
 - The student completing a Work-Study New Hire form



- Completing the LAEP Student Employment Contract
- Students are properly onboarded into UCPATH as student employees with the Position Pool ID of 'R'.

The Financial Aid Office will provide you notification that you and your student has finished the financial aid paperwork process and remind you to ensure your student has been onboarded within your department. LAEP funds cannot be earned prior to this notification.

Confirm with your departmental admin team if your student is properly showing the Position Pool ID of 'R' with UCPATH. If not set up properly and the student begins to work, your department may be charged for those wages.

I've completed the financial aid paperwork, how do I start onboarding the student(s) as student employees within my department?

Connect with your department's admin team, the individuals who handle student/staff onboarding. In some cases, the admin team may also need to consult with your department's Shared Service Center to complete the process.

How will the student's wages be charged to the LAEP account instead of our department?

Your admin team or Shared Service Center (depending on your organizational structure) will be able to include a Position Pool ID of 'R' when entering the student's information on UCPATH.

If your department has onboarded Federal Work-Study students in the recent past, your admin team may be familiar with the process of adding a Position Pool ID to a student's Position Data in UCPATH. The LAEP process mirrors Federal Work-Study in this respect, but Federal Work-Study instead may use Position Pool IDs of 'F', 'A', 'C', or 'E'.

The Position Pool ID of 'R' specifically allows for LAEP to cover 100% of the student's wages, whereas other codes may vary in terms of this cost share.

Can a Chart of Accounts (CoA) be provided to charge the student's wages to?

Our office does not provide a CoA to departments to use to charge student wages to. The Position Pool ID, if properly set up, will allow for charges to be sent to LAEP. Your department's

CoA is still needed in case the student exceeds their allocation and continues to work for the department.

What is a Position Pool ID?

The Position Pool ID is a code that is used as a mechanism to divert the salary costs for a student to LAEP funding rather than departmental funding. They are part of Position Data in UCPATH. We set this up with Payroll so that the code is valid for eligible departments to use when they onboard their student employees.

How long will the Position Pool ID divert funds to the LAEP account?

If the Position Pool ID is set up properly before the time the student begins to work, the funds will be diverted up to a student's allocation.

Ex. If a student's Work-Study Eligibility Notification shows that they have an allocation of \$3,000 for the academic year, after a student has earned that amount, funds will no longer be diverted.

Consult with your admin team regarding the anticipated end date to set for the Position Pool ID and/or student employment position.

What should LAEP students' job code classification be?

We recommend that employers connect with their onboarding team within their department to help determine the classification. Departments may refer to [UCR's Student On-Campus Employment Guidelines](#) for descriptions on the classifications that may be utilized for students.

How can I check to see that the student's wages are properly being charged to the LAEP account rather than to our department?

Your admin team should be able to run a report to view where the student's wages are being charged.

My student has been cleared to work under LAEP, but the Position Pool ID of 'R' was not added. Can the cost still be diverted to the LAEP account?

Yes, costs can still be diverted as of the date their financial aid paperwork was cleared. You will want to connect with your admin team to ensure the Position Pool ID of 'R' is adding moving forward. To recoup the funds charged to your department, up to the student's allocation, please consult with your admin team regarding transferring the salary costs.



Can a student continue working if they've run out of their LAEP allocation?

Yes, however, the student's wages will be 100% assumed by the department. In some cases, students may be eligible for an increase, should their financial aid award allow and funding becomes available.