WORK-STUDY: Federal Work-Study & Learning Aligned Employment Program (LAEP)
How to Hire a UC Riverside Student

UC RIVERSIDE Career Center

ON-CAMPUS EMPLOYERS

REGISTER AND POST A JOB

1. VISIT ucr.joinhandshake.com

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

3. Select "Post a Job."

4. Fill out required information.

5. To hire for a work-study position, select "on-campus student employment" and check "yes" on "work-study." See employment timelines for Work-study and LAEP when considering your posting timeline.

Hire a student
Review the documentation listed below on **careers.ucr.edu/oncampusemployers**

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 or LAEP, so ensure their eligibility by reviewing their Work-Study Eligibility Notification.

Current Federal Minimum Wage: $16

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 <u>only</u> work-study or LAEP eligible students 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. Campus Department contacts and interviews candidates of interest.

3. Student submits Work-Study New Hire Form to initiate the Student Employment Contract.

4. Campus Department will receive the Student Employment Contract via DocuSign to sign electronically. This will route to the supervisor after the student signs the document, Please complete this step before your student starts working. Then work with your department payroll coordinator to onboard the student. Ensure you are including the Position Pool ID/Work-Study Program Code. It will be on the job title.

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FOLLOW PAYROLL PROCEDURES

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

Supervisor approves timesheet based on UCR guidelines.

The work-study program requires strict adherence to federal and state regulations, including the disbursement of federal and/or state 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

Regular Hires: Regular students on-campus employment program hires can apply and begin working at any time of the year. There are no dates restrictions.

FWS or LAEP Hires: Employers wishing to hire work-study students must adhere to these campus-mandated dates:

August 22, 2024: Students can view and apply for Fall work-study positions (FWS & LAEP).

September 15, 2024: Students can start to work using work-study funds (FWS & LAEP).

June 21, 2025: The last day students can work using work-study funds for 24-25 academic year (FWS & LAEP).

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, the department can 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, notify your department.

CONTACT US

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

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

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

Follow us:
ucr.careercenter

Link to our group:
UC Riverside Career Center