

# WORK-STUDY PROGRAM: Federal Work-Study (FWS)

## How to Hire a UC Riverside Student

### ON-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."

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 timeline for Work-study when considering your posting timeline.



### Hire a student

Review the documentation listed below on [careers.ucr.edu/oncampusemployers](http://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, 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.



**Cross-Post a Job:** Please note that only work-study 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."



**Approval Status:** Please allow up to 5 business days to have job approved.



**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](https://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:** Through on-campus employment, students can apply and begin working at any time of the year. There are no date restrictions.

**FWS 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.

**September 15, 2024:** Students can start to work using work-study funds.

**June 21, 2025:** The last day students can work using work-study funds for 24-25 academic year.

### 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)

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



**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)  
[hr.ucr.edu](https://hr.ucr.edu)  
Student Employment Guidelines



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