

# WORK-STUDY PROGRAM: Federal Work-Study (FWS) How to Hire a UC Riverside Student

## OFF-CAMPUS EMPLOYERS

### REGISTER AND POST A JOB

1. Visit [ucr.joinhandshake.com](https://ucr.joinhandshake.com) and click on "Log in" or "Sign up for an Account."

2. New employers must give the UCR Career Center permission to manage your jobs and profile. Follow this [guide](#) on how to do so.

3. Select "Post a Job." To hire for a work-study position, select "Job" and check "yes" on "work-study." See [work-study timeline](#) when considering your posting timeline.

4. Fill out the required information.



#### Where to start?

Review our [Hiring Student Employees](#) page.

#### 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:**  
\$16.50



#### Copy a Previous Job:

Return to Handshake, open the desired job and click on "Duplicate Job" to begin editing the duplicate job.



#### Close a Job:

If the position is **no longer available**, return to Handshake, open the posted job and click on "Edit 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.

### INTERVIEW AND HIRE

1. Student applies for the position once it has been approved and posted. You then **contact and interview** your candidates of interest.



2. Once you are ready to hire, the student will fill out the [Work-Study New Hire Form](#) which will initiate a **Student Employment Contract** via DocuSign to be sent to the supervisor and student. Both the **job posting & Work-Study Eligibility Notification Form** will need to be attached to this contract.



3. The **Letter of Clearance** will be emailed directly to you, the employer, and the student. This **authorizes** the student to begin working and may take up to **15 days**. Upon receipt of the **LOC**, you may begin to set up a schedule with your **work-study student**. Do **not** allow students to work until you have received the **LOC**.

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### FOLLOW PAYROLL PROCEDURES

1. **Students** submit hours biweekly to [timesheet.ucr.edu](https://timesheet.ucr.edu)

2. **Students** will submit **timesheets** to their supervisor for approval. Financial Aid will facilitate this process.

3. **Supervisor** submits signed timesheets by each biweekly due date and email to [workstudy@ucr.edu](mailto:workstudy@ucr.edu). Supervisor will receive a statement account no later than the 20th of each month; **Terms Net30**. Timesheets schedule available at: [careers.ucr.edu/accounting](https://careers.ucr.edu/accounting)

4. **Supervisor and student** should keep track of hours worked; student **must** notify the employer of any changes made to work-study award.

- 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



#### Work-Study Hires:

Employers wishing to hire work-study students must adhere to these campus-mandated dates:

**August 21, 2025:** Students can start to view and apply for work-study positions.

**September 21, 2025:** Students can start to work using work-study funds.

**June 20, 2026:** The last day students can work using work-study funds.

### 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**, you 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, you may **terminate** the student by **documenting the situation** and **forwarding** the information to the **Financial Aid Office**.

### CONTACT US



**FINANCIAL AID**  
[workstudy@ucr.edu](mailto:workstudy@ucr.edu)  
[financialaid.ucr.edu](mailto:financialaid.ucr.edu)  
Work-Study Award Amount  
and Eligibility Periods



**UCR 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



Access this guide via the  
[Career Center website!](https://ucr.edu/careercenter)



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