

**UC RIVERSIDE** | Career Center & Financial Aid

# Work-Study Orientation

CAREER CENTER » [CAREERCENTER@UCR.EDU](mailto:CAREERCENTER@UCR.EDU)  
FINANCIAL AID » [FINAID@UCR.EDU](mailto:FINAID@UCR.EDU)

# Live Q & A ~



» **Submit your questions to us and we'll either answer them live or include our responses in the slide deck presentation we'll be sending out after the event.**



# Welcome

Utilizing your Work-Study award is a process! Be sure to follow each step.

Topics we will cover today:

- What is work-study
- Do you qualify for work-study
- Benefits of using work-study
- Strategies on searching for a job
- How to apply for a work-study job
- How to get hired and paid

# What is Work-Study?

We have all the answers



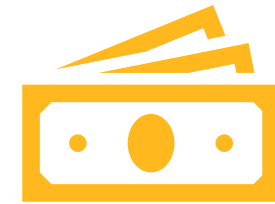
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**It is a need-based  
employment program  
funded by the federal  
government**



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**You can obtain a  
work-study award on  
and off-campus**



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**Work-study award  
does not have to be  
repaid**



**Do you have Work-Study?**



# Student Eligibility

## Federal Work-Study

Students may qualify for work-study based on the results from your FAFSA.

Must also be:

- Undergraduate students
- Eligible to work in the U.S.
- Demonstrate financial need
- Meet and maintain Satisfactory Academic Progress (SAP)

If you qualify, work-study will be awarded to you on your Financial Aid offer.

You **MUST** accept work-study if you are going to be searching for work-study jobs.



# How to check your award

**1**

Log in to  
R'Web

**2**

Go to  
Financial Aid

**3**

Click on Award  
Offer. Make sure  
the Award Year  
is set to 2025-  
2026.

**4**

Click open the  
Work section.

**5**

Accept work-  
study award

If you do not use your work-study award, you will lose it!



# What are the benefits of using work-study award?

You are going to love this!



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**Help with  
educational  
expenses**



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**Flexible hours**



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**Gain experience,  
skills, & network**



# Who Hires Work-study Students?

- **On-Campus Employers**

- Any on-campus department can offer a position for work-study students
- However, not all campus jobs are work-study

*\*Must have an approved work-study job posted on Handshake*

- **Off-Campus Employers**

- Local school districts
- Non-Profits

*\*All off-campus employers must meet certain criteria and go through an approval process prior to receiving work-study students*



# Examples of types of positions you might find



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## Data Management positions

(ie. UCR Environmental Health & Safety)



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## Customer Service positions

(ie. UCR Dining Services)



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## Administrative/ Office Support positions

(ie. UCR Office of Registrar)



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## Tutor positions

(ie. Moreno Valley Unified School District)



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## Community Service positions

(ie. BLU Foundation, My Learning Studio)



# Timeline

## August 21, 2025

Students can start to view and apply to all Work-Study positions

## Winter Break:

- Dec. 15, 2025 – Jan. 2, 2026

## Spring Break:

- March 23 - 27, 2026

*\*May work up to 39 hours*

## September 21, 2025

Students may begin working utilizing work-study funds up to 19 hours/week

## June 20, 2026

Last day students can utilize work-study funding

**TIP:** Your timeline for applying to jobs depends on what your needs and goals are. If you are a new students, you may want to take time to adjust to college life before applying for work-study positions.

# Work-Study Job Reminders

- 1 Accepting a work-study award does not entitle you to a job.
- 2 Jobs are highly competitive. They are REAL jobs.
- 3 Show up on time, be courteous, and act responsibly. Do not surf the internet, make personal phone calls, text, or study.
- 4 Not all on campus jobs get posted, so you may ask departments directly if they are hiring. The department must post their position on Handshake to proceed with the hiring process.
- 5 Students must maintain at least a 2.0 GPA to qualify.



# WORK-STUDY: Federal Work-Study & Learning Aligned Employment Program (LAEP)

## How to Search for a Job



### 1 LOG IN

VISIT  
[ucr.joinhandshake.com](http://ucr.joinhandshake.com)

CLICK on  
"Login with CAS."

ENTER your UCR  
Net ID and Password

### 2 SEARCH FOR JOBS



1. Select the "Jobs" tab, then click on "Filters."

2. Under the "Job Type," check the box labeled "Work-Study," then click on "See Jobs." This will include LAEP positions.

3. When you see a job that interests you, click on the job title to pull up the job description.

### 3 APPLY

1. Have your resume critiqued by a Career Specialist during drop-in hours. Visit [careers.ucr.edu](http://careers.ucr.edu) to view hours and availability. Upload your resume from the drop-down menu, select the "Documents" tab, click on "Select from Computer," and then "Add Document."

2. Apply for the position as directed by the job description. Employers will schedule interviews with the most qualified candidates.

3. Access your Work-Study Eligibility Notification from the job description on Handshake or at <https://wswf.ucr.edu/>

### 4 GET INTERVIEWED



1. Have your Work-Study Eligibility Notification ready for your scheduled interview to share with the employer.  
2. Be prepared and on time for your interview.

### 5 GET HIRED

#### OFF-CAMPUS JOBS Once hired, complete the following steps:

1. Fill out the Work-Study New Hire form which can be found at the Career Center and/or Financial Aid website, and upload a complete copy of your job description from Handshake.

2. Once completed, you will receive an email from DocuSign which requires an electronic signature.

3. Complete your onboarding documents sent via email through DocuSign. The LOC will be emailed to your employer authorizing you to start working. This step can take up to 15 days.

#### ON-CAMPUS JOBS

1. Fill out the Work-Study New Hire Form from Career Center or Financial Aid website to initiate the Work-Study Student Employment contract. You and your supervisors must sign through DocuSign. Attach a copy of your job description and your Work-Study Eligibility Notification.

### CONTACT US

#### FINANCIAL AID

For help with Work-Study or LAEP eligibility, Allocation adjustments, Letter of Clearance, onboarding appointments, Paycheck and timesheet issues, contact [finaid@ucr.edu](mailto:finaid@ucr.edu).

#### CAREER CENTER

For help with Job search assistance, Work-Study or LAEP job application, Drop-in counseling, contact the Career Center at [careerscenter@ucr.edu](mailto:careerscenter@ucr.edu)



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Follow us:  
[UCRCareerCenter](https://twitter.com/UCRCareerCenter)



Link to our group:  
UC Riverside Career Center

[finaid@ucr.edu](mailto:finaid@ucr.edu) • [CAREERS.UCR.EDU/gain-experience/work-study](http://CAREERS.UCR.EDU/gain-experience/work-study)



# Your One-Page



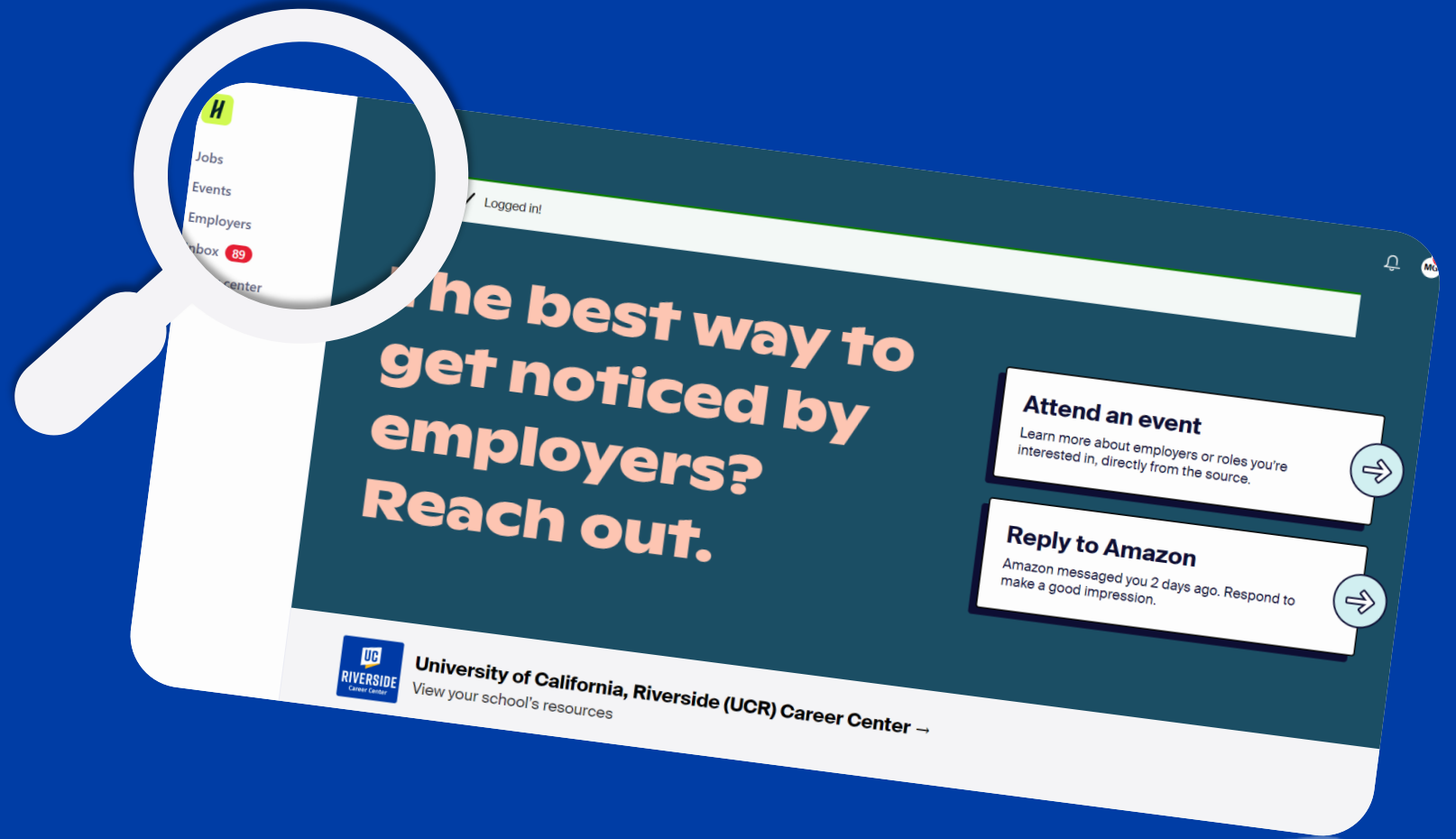


# Finding Work-Study Jobs



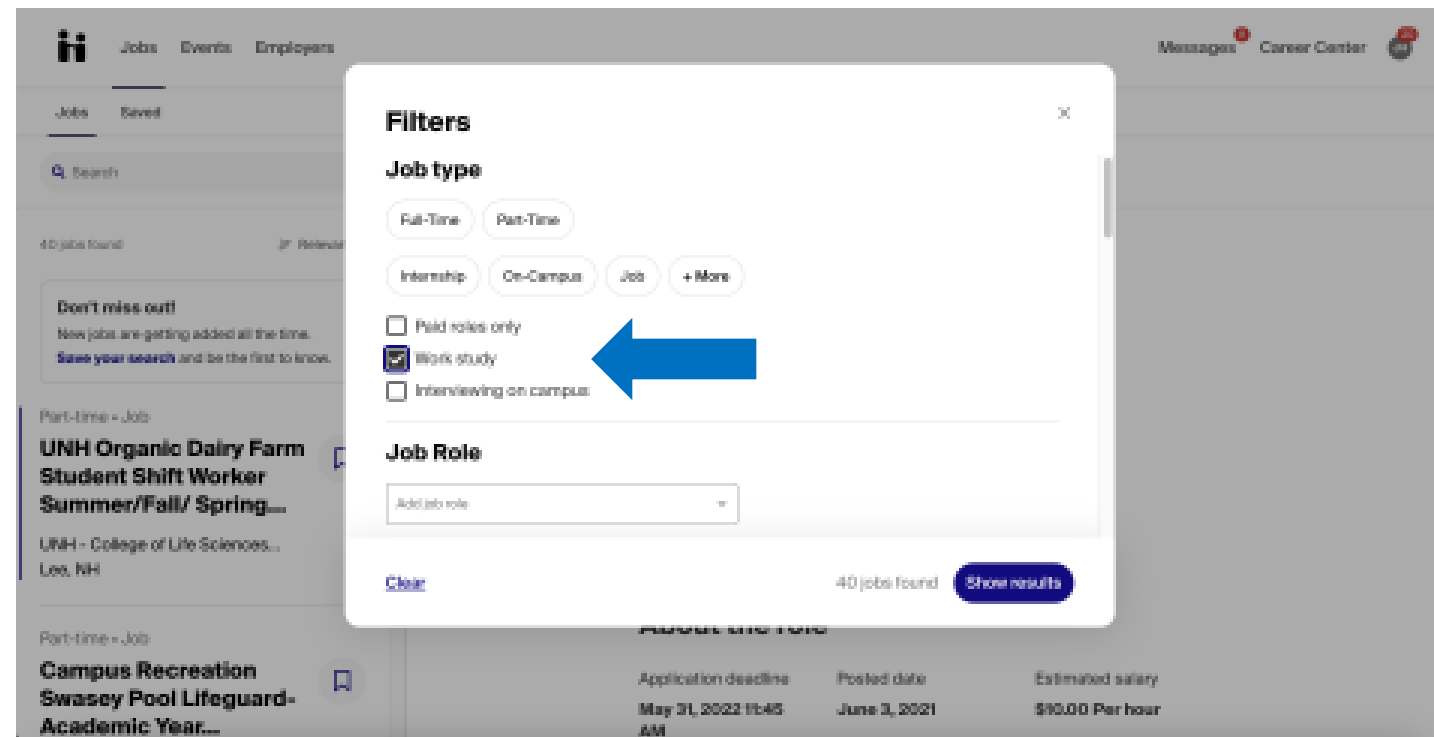
# Where to Search?

## Video



# Finding Work-study positions on Handshake

1. Click on Jobs
2. Click on All Filters
3. Click on Work-Study!



*\*If you cannot view this filter, you may have not accepted your award. Updates happen weekly for newly accepted work-study students.*





# Preparing for your Job Search



## Quick Resume Tips

- In one page include:
  - Contact Information
  - Education
  - Work Experience (or Volunteer)
  - Skills
  - Campus Involvement
  - Activities, Honors, and Awards
- Tailor your resume to the “type” of positions you are interested in (ie. Customer service, administrative/office support).
- Attend a Career Center Resume Building Workshop
- Have resume critiqued by the Career Counselor BEFORE uploading it into Handshake

# Types Of Appointments

## In Person & Virtual Counseling Appointments

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are in-depth sessions with professional counselors that can be made any time during our regular office hours. You must request an appointment via UCR Handshake or at the Career Center Front Desk. Go to the Career Center tab in Handshake to request an appointment. We cannot make appointments via email.

## In Person & Virtual Drop In Advising

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appointments are 15 minutes in duration. You can sign up for any of the available 15-minute slots. You must request an appointment via UCR Handshake. Go to the Career Center homepage at [careers.ucr.edu](https://careers.ucr.edu) to begin. Appointments may also be requested at the Career Center front desk daily. Only 1 appointment is permitted per day.

## Interview Critique/ Practice Appointments

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are 1-hour long sessions that can be scheduled to practice interviewing with a counselor and receive feedback to prepare for an upcoming interview. The Career Center strongly recommends practicing with StandOut, our Mock Interview tool in Handshake under the tab marked "Resources".

<https://careers.ucr.edu/about-us/make-an-appointment>

# Interview & Get Hired



**4 GET INTERVIEWED**

1. Have your 2021-22 Federal Work-Study Eligibility Notification ready for your scheduled interview to share with the employer.

2. Be prepared and on time for your interview.

**5 GET HIRED**

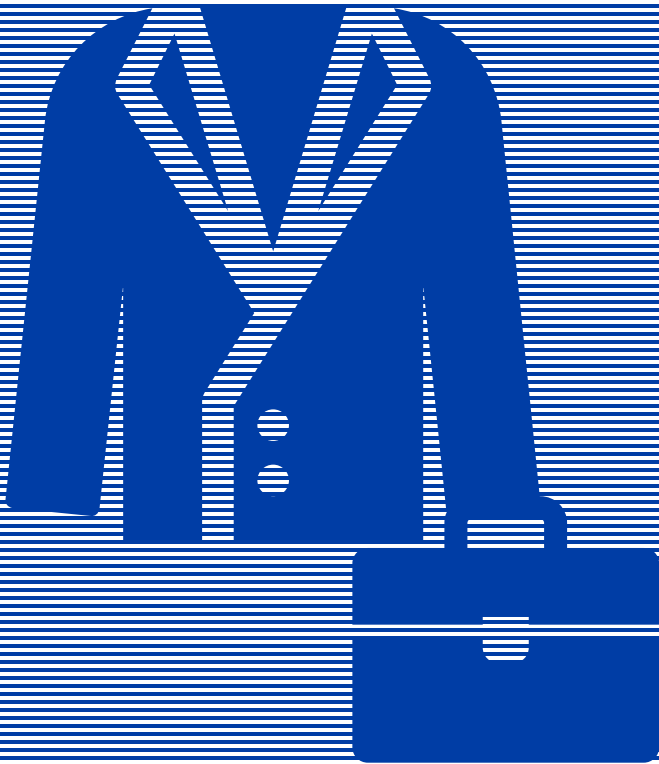
**OFF-CAMPUS JOBS**

Once hired, complete the following steps so that you can begin working:

1. Fill out the Work-Study New Hire Form and upload a complete copy of your job description from Handshake. To convert the complete job description to a PDF, select Print and Save as PDF. The New Hire Form is available on the **Career Center** and/or **Financial Aid** website(s).
2. Once completed, you will receive a Work-Study Student Employment Contract via an email from DocuSign. Once received, fill out all required fields and electronically sign and date your Work-Study Student Employment Contract. You will also need to upload a copy of your 2021-22 Federal Work-Study Eligibility Notification.
3. Complete your onboarding documents via DocuSign. You will get an email with these documents. Fill it out and electronically sign and date.
4. The LOC will be emailed to your employer authorizing you to start working. This step can take up to 15 days.

**ON-CAMPUS JOBS**

1. Fill out the Work-Study New Hire form found on the **Career Center** or **Financial Aid** website to initiate the Work-Study Student Employment Contract process. You and your supervisor will need to sign the Work-Study Student Employment Contract through DocuSign. You will be need to attach a copy of your job description and your 2021-22 Federal Work-Study Eligibility Notification.
2. You are responsible for tracking your work hours and submitting your biweekly timesheets.



# Interview Tips

- 1 Dress Appropriately
- 2 Read job description and prepare questions
- 3 Review instructions and test your technology for virtual interviews
- 4 Find an environment with minimal distractions and noise for virtual interviews
- 5 Be on time
- 6 Follow up with a thank you email



# Work-Study Hiring Process



# On-Campus Hiring Process

Your on-campus supervisor/department will onboard you. The process below is for Financial Aid purposes and must be completed in addition to your onboarding.



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Fill out the **Work-Study New Hire Form** to initiate the Work-Study student employment process.



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Attach a copy of your **job description from Handshake** and your **25/26 Work-Study Eligibility Notification**.



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Sign your **Work-Study Student Employment Contract** via DocuSign (as well as your supervisor).



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Wait for clearance from your supervisor before you begin working.



# Off-Campus Hiring Process

Financial Aid will onboard you. The process below is for Financial Aid purposes and must be completed in addition to your onboarding.



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Fill out the **Work-Study New Hire Form** to initiate the Work-Study employment process.



---

Attach a copy of your **job description** from **Handshake** and your **25/26 Work-Study Eligibility Notification**.



---

Sign your **Work-Study Student Employment Contract** via DocuSign (as well as your supervisor).



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You will be sent an **Onboarding Packet** (also via DocuSign). **Attend \*required\* appointment(s)**. *May take up to 15 business days to process.*



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Wait for a **Letter of Clearance** to be emailed to you and your employer, before you begin working. Financial Aid will send this out.



## Work-Study New Hire Form

Please submit this form if you have been officially offered a work study position at an off campus site OR on campus department.

You can also review this document so that you can see the next steps after submitting this form:  
<https://financialaid.ucr.edu/sites/g/files/trowecm1731/files/2021-01/Sample%20Work%20Study%20Documents%20for%20OccuSign.pdf>

• Required

1. What is your First and Last name? \*

Enter your answer

2. What is your UCR Student ID Number? \*

# Sample Work-Study New Hire Form

- Fill out when you have received a job offer
- Link located on the Financial Aid and Career Center's website
- Attach job description and Work-Study Eligibility Notification Form

**WORK-STUDY ELIGIBILITY NOTIFICATION**

NAME: [REDACTED]

SID: [REDACTED]

UCR's Financial Aid Office has confirmed that you received a Work-Study allocation to help cover your college expenses.

Your Work-Study allocation for the 2026 year is: \$1,950.00.  
Your Work-Study remaining balance is \$1,950.00.

Please note that this letter is only a notice of your Work-Study allocation. You will need to provide a copy of this notice during your interview.

When you are hired with a work-study job, you will need to upload: (1) a copy of this notice and (2) a copy of your job description. Refer to the "[Work Study Process](#)" webpage for complete instructions. Once processed, you and your supervisor will receive a **Letter of Clearance**. You must await the **Letter of Clearance** to start working. This process may take up to 15 days.

Additionally, based on your Work-Study eligibility and eligibility requirements specified by the California Department of Social Services, you may be eligible for CalFresh benefits. CalFresh can help you cover your food expenses while you are in college. We encourage you to apply to receive this valuable benefit that could help make your college expenses more affordable. For more information, visit [UCR's Basic Needs website](#).

Please retain this letter as verification of your eligibility for, and receipt of, a Work-Study allocation and for CalFresh eligibility purposes.

**FOR MORE INFORMATION:**

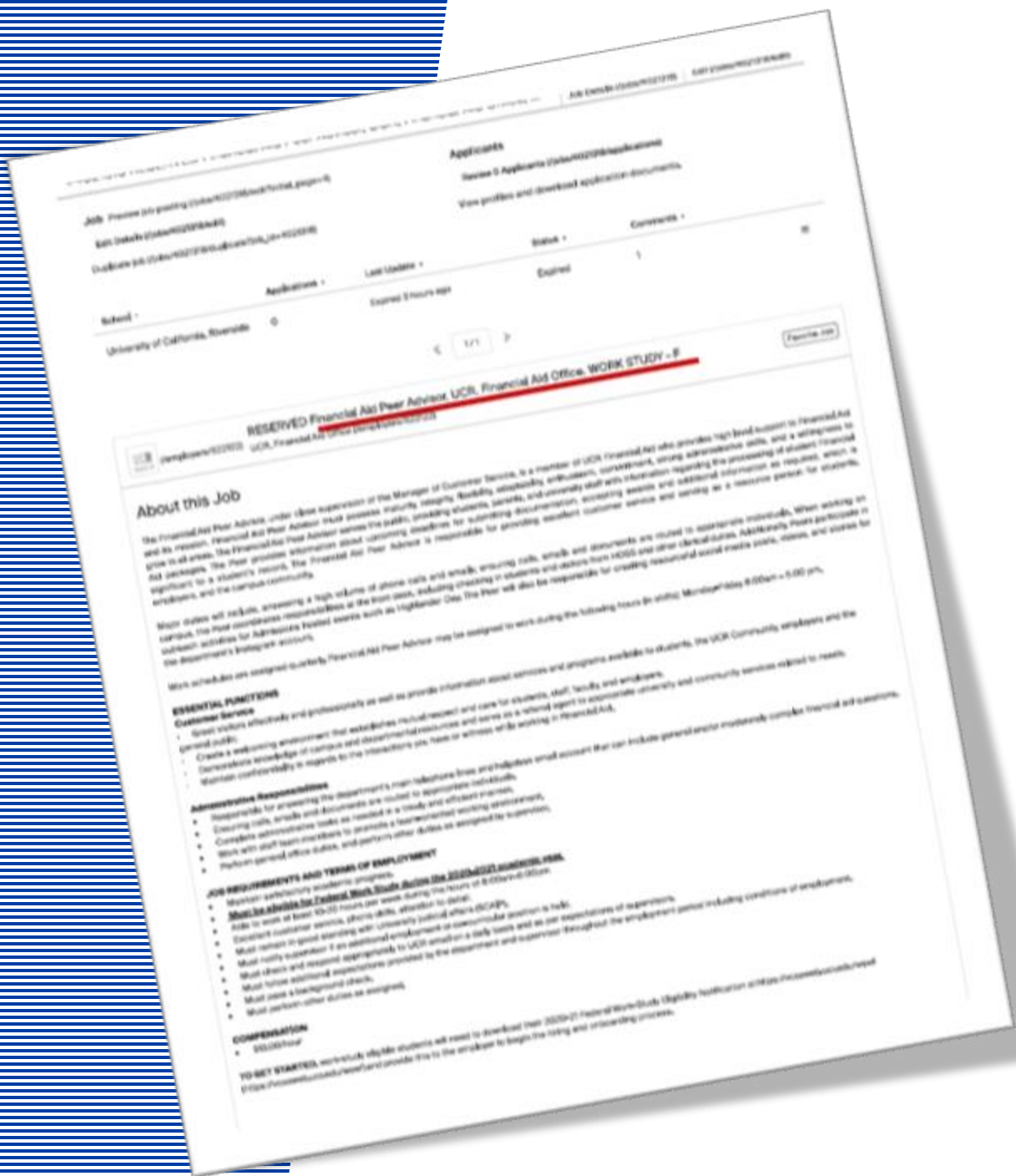
E-mail the Financial Aid Office at [finaid@ucr.edu](mailto:finaid@ucr.edu) for any questions about your Work-Study allocation.  
Contact the Career Center at [career counseling@ucr.edu](mailto:career counseling@ucr.edu) for assistance in your job search.

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# Sample Work-Study Eligibility Notification

- Provide to your employer at your Interview
- Attach to your Work-Study Student Employment Contract
- <https://wswf.ucr.edu/>
- Link also included in job description



# Sample Work-Study Job Description in Handshake

- Work-Study must be in the title of the job description
- Job posting must be for the '25-'26 academic year
- Attach job description to your Work-Study Student Employment Contract

Tami E Disney <tami.disney@ucr.edu>  
Wed 12/14/2022 8:58 AM  
To: Wrkstudy <wrkstudy@ucr.edu>



FEDERAL WORK-STUDY PROGRAM – LETTER OF CLEARANCE

START DATE: 2022-12-14  
SUPERVISOR: Supervisor Name  
TITLE: Moreno Valley Unified School District  
WORK-STUDY JOB CLASSIFICATION: E  
TE ID:

Student name SID has completed the necessary employment papers for participation in the Federal Work-Study Program and is cleared to begin working for your agency.

The student is currently eligible to earn a maximum of 2000 gross, roughly 105.263157894737 hours (subject to change), for the entire 2022-23 academic year (September 19, 2022, to June 9, 2023). Do not allow the student to work beyond this allocation, nor permit the student to work for more than 19 hours a week during school sessions nor over 39 hours during any vacation period (Winter and Spring break). The organization shall be responsible for payment of 100% of wages earned in excess of the allocation above.

Once the allocation has been exceeded you may continue to have the student work, but you will need to pay for 100% of the student's wages. A student that has been dismissed or has withdrawn from the University is not eligible for Federal Work-Study so the employer must pay 100% of wages earned. Students cannot be paid for holidays, sick leave, or vacation time.

Students are paid by the University on a biweekly schedule. Students will submit hours worked to timesheet.ucr.edu using their NetID and password. Students can use this guide to help them understand how to submit a timesheet. Students will also need to sign up for Direct Deposit through UCPath. Once logged in, select Direct Deposit under 'Income and Taxes.' Then add, update, or delete direct deposit information. To add direct deposit information, enter the bank routing number, the account type, the account number, and the direct deposit amount or percentage. The initial Direct Deposit set-up may take up to two weeks to become effective. Supervisors should keep handy UCR's Payroll Calendar. Please be sure to submit timesheets by the date listed under the "Employee Cutoff - 11pm" column. Off campus supervisors will need to approve timesheets by the deadlines. For help email wrkstudy@ucr.edu.

Federal Work-Study Invoice – For Work-Study positions that require payment of 25%-50% of the student's salary, the "Invoice" will be sent to you every month for payment of your organization's share of compensation on the previous month. Payments MUST be made monthly.

Employers need to be certain their employees understand their responsibilities. If, for any reason, employment is terminated, please notify us at wrkstudy@ucr.edu.

Kindly,  
[work.office.com/mail/wrkstudy@ucr.edu?subject=popout=1&version=20221202007.17&view=print](mailto:work.office.com/mail/wrkstudy@ucr.edu?subject=popout=1&version=20221202007.17&view=print)



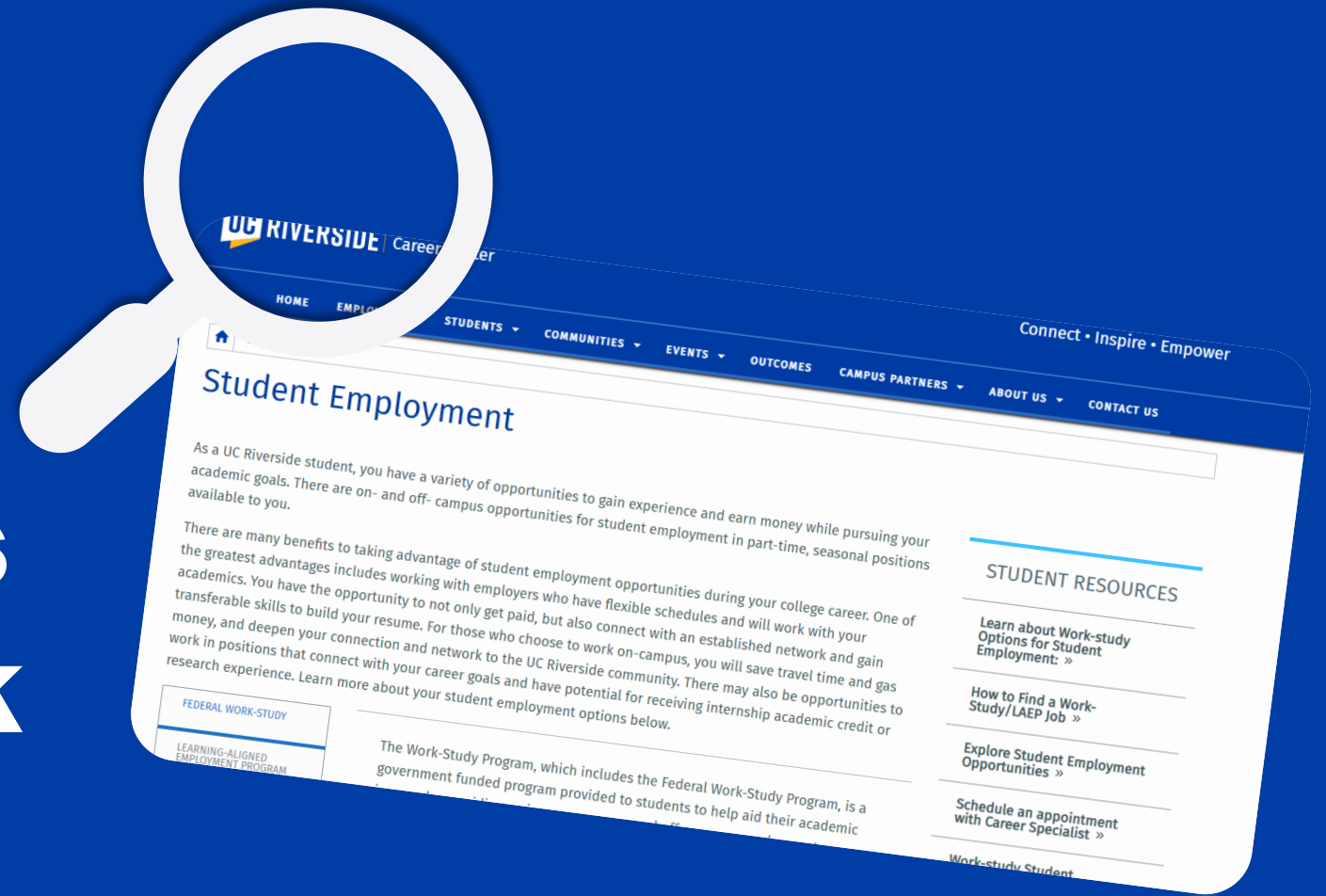
# Sample Letter of Clearance

*for Off-Campus Work-Study positions only*

- Sent to you and your off-campus supervisor when you have been cleared to work
- Once received, your supervisor will be able to start scheduling your work hours



# Work-study Hire Process & Paperwork Video





# Timesheets

# Timesheets



## You will be paid bi-weekly

- **On Campus**
  - Speak with your employer regarding specific procedures & deadlines
- **Off Campus**
  - You will submit your UCR timesheet and your off-campus site supervisor will approve via a DocuSign form

## Keep track of the hours you work!

- DO NOT exceed your award allocation
- Example = \$3,000 FWS Award & job that pays \$18/hr = 166 hours of work

# Timesheets

## Off Campus Employees Only

- You will be paid bi-weekly
- You will fill out your timesheet on the UCR Time and Attendance Reporting System (TARS) AND you will need to fill out a Timesheet Form through DocuSign **each pay period**
- **You will need to submit by the deadlines described in the emails. Failure to submit by the deadline may result in a late paycheck.**

### Process summary:

1. Financial Aid will send out the DocuSign Timesheet Form
2. Student uploads timesheet screenshot, signs
3. Supervisor reviews and approves
4. Financial Aid will process timesheet

Remember to keep track of your hours!

### 2025-2026 Federal Work-Study Program – Student Timesheet Form

1. **STUDENT:** Did you work this pay period?      YES      NO

If you worked, then log-in to the [UCR Time & Attendance Reporting System](#). Take a screenshot of your timesheet, using the “Detailed View” tab. See sample below. **Upload the screenshot here.**

Student

Date	Total Hours Per Day	Time In/Out	Type	STET AID OUTSIDE AGENCY (Outside Student Fin Aid)
SUNDAY MAY 12th, 2024				
MONDAY MAY 13th, 2024				
TUESDAY MAY 14th, 2024	2	8:30 AM - 11:30 AM	Regular	3
WEDNESDAY MAY 15th, 2024	2	8:00 AM - 10:00 AM	Regular	2
THURSDAY MAY 16th, 2024	2.75	8:30 AM - 11:15 AM	Regular	2.75
FRIDAY MAY 17th, 2024				
SATURDAY MAY 18th, 2024				
SUNDAY MAY 19th, 2024				
MONDAY MAY 20th, 2024				
TUESDAY MAY 21st, 2024	2.75	8:30 AM - 11:15 AM	Regular	2.75
WEDNESDAY MAY 22nd, 2024	2	8:00 AM - 10:00 AM	Regular	2
THURSDAY MAY 23rd, 2024	5	8:30 AM - 1:30 PM	Regular	5
FRIDAY MAY 24th, 2024				
SATURDAY MAY 25th, 2024				
<b>Total Hours</b>	<b>12.5</b>			<b>17.5</b>

2. **SUPERVISOR:** Review the student’s timesheet screenshot attached. [Click here](#) to review the timesheet guide.

I approve the timesheet.

I approve the timesheet, with edits.

Site Supervisor

**Explain your edits in the text box below.**



# Know your Dough!

## Wages

**Gross wages** – how much you make before deductions are taken out.  
**Net Pay** – “take home” pay; gross pay minus all the deductions.

## W-4

Form that tells employers how much \$\$\$ to take out each pay period to go towards taxes.

## W-2

Form that records gross wages and amounts taken out for taxes. You get this in January for the prior year’s wages.

## Workshops

For Financial Wellness Workshops, visit [go.ucr.edu/finwell](https://go.ucr.edu/finwell) or follow @ucrfinwell on Instagram for more info!



# Who to Contact

# About Financial Aid

## Work-Study Allocation & Pay

- Work-Study eligibility questions
- Any allocation adjustments
- Off campus timesheet questions

## Reminders

- Sign up for Direct Deposit in R'Web and UCPath



# About Career Center

## Schedule an appointment

- Job Search Assistance
- Interview Prep
- Resume and Cover Letter Reviews

## Attend events and workshops

- Virtual Skill-Building Workshops
- Virtual Resume Reviews or Mock Interview events with employers





# Contact Us

**FINANCIAL AID**  
**[finaid@ucr.edu](mailto:finaid@ucr.edu)**

For help with Work-study eligibility, Allocation adjustments, Letter of Clearance, paycheck and timesheet issues

**CAREER CENTER**  
**[careercenter@ucr.edu](mailto:careercenter@ucr.edu)**

For help with Job search assistance, work-study job postings and Drop-in counseling



# Announcements

# Work-study Drop-In Hours

Starts September 22, 2025

## **Mondays**

10:00 – 11:00 AM | Career Center

## **Tuesdays**

3:00 – 4:00 PM | Career Center

## **Fridays**

11:00 AM – 12:00 PM | Zoom

Visit [careers.ucr.edu](https://careers.ucr.edu) for full weekly schedule.

UCR.

BELL TOWER

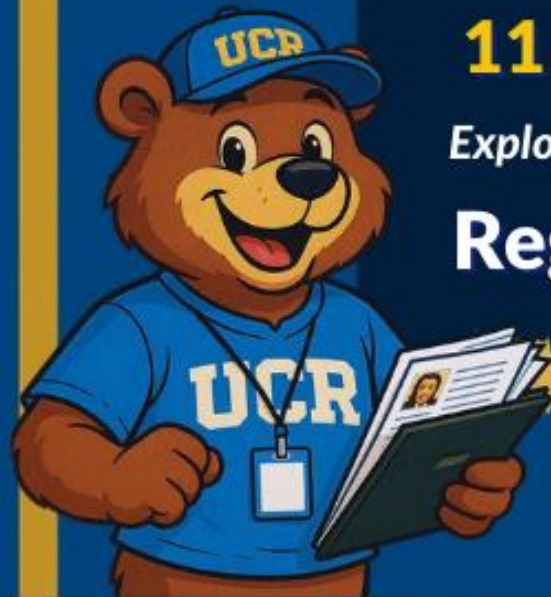
# Student Employment JOB FAIR

Thurs. Oct. 2<sup>nd</sup>, 2025

11 AM - 2 PM | Career Center Patio

*Explore Part-time Job Opportunities On- and Off-Campus*

Register : [careers.ucr.edu/SEJF](https://careers.ucr.edu/SEJF)





# Appy Hour on the Patio

## Fall 2025 Dates:

- November 13 @ 11 AM – 2 PM
- January 22 @ 11 AM – 2 PM
- March 3 @ 11 AM – 2 PM
- April 23 @ 11 AM – 2 PM



# Visit our Website



The screenshot displays the UC Riverside Career Center website. At the top left, the logo reads "UC RIVERSIDE | Career Center" with the tagline "Connect • Inspire • Empower" on the right. A navigation menu includes "HOME", "EMPLOYERS", "STUDENTS", "EVENTS", "OUTCOMES", "CAMPUS PARTNERS", and "ABOUT US". A green circular button labeled "HANDSHAKE" is positioned on the right. The main content area features a photograph of four students in blue UC Riverside polo shirts. Overlaid on the bottom left of this photo is the text "Work-Study Program". Below the photo is a light blue banner with a circular inset image of two students talking. The banner contains the heading "Learn More about the Work-Study Program" and a paragraph of text: "The Work-Study Program is now offering two opportunities to gain valuable experience during your college career. If you are Work-Study eligible, you now have the opportunity to apply this year for a student employment position through the Enhanced Work-Study Program."

<https://careers.ucr.edu/gain-experience/work-study>



**Q&A**



**Thank You**