

Work-Study Frequently Asked Questions

1. What exactly is Work-Study?

Work-Study is a *need-based* employment program funded by the federal government. It offers eligible students part-time jobs, either on campus or with approved off-campus nonprofit / community service agencies.

2. Am I eligible for Work-Study?

You are eligible if you meet certain criteria, including:

- Demonstrated financial need (*Student Aid Index (SAI) of 4,000 or less OR continuing students must have an SAI or 6,655*).
- Be enrolled at least half-time (*6-8 units*)
- Maintain satisfactory academic progress (*2.0 GPA*)
- Be a California resident classification
- Be eligible to work in the U.S.

3. How much Work-Study money will I get?

The amount is part of your financial aid package and depends on your need and on available funds.

4. Can I earn more than my Work-Study award? What happens if I use it up?

Once your Work-Study funds are used up, either your employer stops using Work-Study funds and may pay you fully from their own budget, or you stop getting paid under Work-Study.

5. Does unused Work-Study money roll over to the next academic year?

- No. If your Work-Study award in previous years goes unused, you'll need to submit an appeal to be considered for a Work-Study award for the new academic school year.
- The appeal process typically opens around November. This timeline allows the Financial Aid Office to assess how much funding remains, so they can reallocate any unused funds to other eligible students on a first-come, first-served basis.

6. How do I get a Work-Study job?

- First, accept the Work-Study award via R'Web.
- Look for positions posted in [Handshake](#), using filters for Work-Study.
- Apply to the jobs that match your skills and availability.
- [Work-Study Program Student Guide](#)

7. What is Handshake?

- Handshake is the platform that UCR uses for students to find positions on or off-campus. You must create a Handshake account using your UCR credentials.
- [UCR Handshake link](#).

8. Am I guaranteed a job when offered work study?

No, being offered work-study does NOT guarantee you a job. You must go through the application and hiring process.

9. What paperwork or onboarding is required?

After you're offered a position, fill out the [Work-Study New Hire Form](#).

10. How many hours can I work per week?

- During regular academic sessions: up to **19 hours per week**.
- During breaks/full weeks when classes are not in session: up to **39 hours per week**.

11. How and when do I get paid?

- You get paid via bi-weekly payroll.
- You must submit timesheets, and your supervisor must approve them. If timesheets are submitted late, payment may be delayed until the next pay period.

12. Can I use Work-Study earnings for tuition, fees, and other expenses?

The earnings are yours — you can use them however you need (tuition, books, living expenses, etc.). Work-Study award does not reduce your bill up front.

13. When can I start using my Work-Study award?

You can start working and earning once you are hired, have completed all onboarding, and have received any required clearance

14. What about taxes? Do I have to report Work-Study income?

Yes. Like any income, your work-study earnings are subject to taxes, and you will get a W-2 form.

15. What if my academic performance slips or I drop below half-time?

Maintaining enrolment and good academic standing is required; falling below half-time or failing to make satisfactory academic progress can affect eligibility.

16. Can I increase my Work-Study award if I need more funds?

Sometimes. If there is available funding, you may be able to request a revision to your Work-Study allocation through R'Web, or by contacting the Financial Aid Office.

Work-Study Contacts

General Work-Study Questions: careercenter@ucr.edu

Financial Aid: Phone: (951) 827-3878 or finaid@ucr.edu