

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 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

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. Supervisor will receive a statement account no later than the 20th of each month; **Terms Net30**. Timesheets schedule available at: 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 17, 2026: Students can start to view and apply for work-study positions.

September 20, 2026: Students can start to work using work-study funds.

June 19, 2027: 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
financialaid.ucr.edu

Work-Study Award Amount and Eligibility Periods



UCR CAREER CENTER
careercenter@ucr.edu
careers.ucr.edu

Job Posting and Hiring Process



HUMAN RESOURCES
hrpolicy@ucr.edu
hr.ucr.edu

Student Employment Guidelines



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



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