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.

---

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

**How to Hire a UC Riverside Student**

**ON-CAMPUS EMPLOYERS**

---

**REGISTER AND POST A JOB**

1. **VISIT**
   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 timelines for Work-study and LAEP when considering your posting timeline.

**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.

---

**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 or LAEP, so ensure their eligibility by reviewing their Work-Study Eligibility Notification.

**Current Federal Minimum Wage:**
$16

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

**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 or LAEP 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."

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

---

**Hire a student**
Review the documentation listed below on careers.ucr.edu/oncampusemployers

---

**Handshake**

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.

---

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

**How to Hire a UC Riverside Student**

---

**REGISTER AND POST A JOB**

1. **VISIT**
   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 timelines for Work-study and LAEP when considering your posting timeline.

---

**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.

---

**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 or LAEP, so ensure their eligibility by reviewing their Work-Study Eligibility Notification.

**Current Federal Minimum Wage:**
$16

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

**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 or LAEP 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."

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

---

**Hire a student**
Review the documentation listed below on careers.ucr.edu/oncampusemployers

---

**Handshake**

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.
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. 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.

**FOLLOW PAYROLL PROCEDURES**

**Students** submit hours biweekly to timesheet.ucr.edu

**Supervisor** approves timesheet based on UCR guidelines.

**Regular Hires:** Regular students on-campus employment program hires can apply and begin working at any time of the year. There are no dates restrictions.

**FWS or LAEP 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 (FWS & LAEP).
- **September 15, 2024:** Students can start to work using work-study funds (FWS & LAEP).
- **June 21, 2025:** The last day students can work using work-study funds for 24-25 academic year (FWS & LAEP).

**CONTACT US**

**FINANCIAL AID**
workstudy@ucr.edu
financialaid.ucr.edu

**CAREER CENTER**
careercenter@ucr.edu
careers.ucr.edu
Job Posting and Hiring Process

**HUMAN RESOURCES**
hpolicy@ucr.edu
hr.ucr.edu
Student Employment Guidelines

**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:** Up to 39 hours each week

**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.

**CONSIDER EMPLOYMENT DATES**

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

How to Hire a UC Riverside Student