## **WORK-STUDY PROGRAM:** Federal Work-Study (FWS)

How to Hire a UC Riverside Student



#### **OFF-CAMPUS EMPLOYERS**

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.

## **REGISTER AND POST A JOB**



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



1. Student applies for the position once it has been approved and and interview your



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.



**Copy a Previous Job: Cross-Post a 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."



Please note that **only** 

work-study eligible

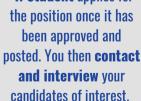
students will be able to view

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







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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### **OFF-CAMPUS EMPLOYERS**

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 workstudy 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
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







