WORK-STUDY PROGRAM:
Federal Work-Study (FWS)
How to Hire a UC Riverside Student

UC RIVERSIDE
Career Center

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. To hire for a work-study position, select "On-Campus Student Employment" and check "yes" on "work-study." See work-study timeline when considering your posting timeline.

5. 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.

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.

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FOLLOW PAYROLL PROCEDURES

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

Supervisor approves timesheet based on UCR guidelines.

- 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**, 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**.

CONTACT US

FINANCIAL AID
workstudy@ucr.edu
financialaid.ucr.edu
Work-Study Award Amount and Eligibility Periods

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

HUMAN RESOURCES
hrpolicy@ucr.edu
hr.ucr.edu
Student Employment Guidelines

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