

# WORK-STUDY

## How to Hire a UC Riverside Work-Study Student

OFF-CAMPUS Employer

### REGISTER AND POST A JOB

1. VISIT  
[ucr.joinhandshake.com](http://ucr.joinhandshake.com)

2. CLICK on "Log in"  
or "Sign up for an Account."

3. SELECT "Post a Job" following these indicators:  
Job type: Job      Duration: Temporary/Seasonal  
Employment Type: Job      Is this a work-study job: Yes

4. Fill out required information.



#### Hire a Student

Review the documentation listed below on [careers.ucr.edu](http://careers.ucr.edu):

[Review Sample Job Descriptions](#)



#### 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 recipients will be able to view a work-study job. You may cross-post a job as "part-time" and "no work-study."

#### Rehire Students/Reserve Jobs:

Indicate "reserved" on the job title. The position will never go live for student viewing, so the employer must print job description. Returning students do not automatically have work-study, so ensure their eligibility.



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



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



**Minimum Wage:** \$11\*

### INTERVIEW AND HIRE



1. **Student** applies for the position once it has been approved and posted.



2. **Work-study employer** contacts and interviews candidates of interest. The employer fills out the bottom portion of the placement form. Student will take placement form to obtain Letter of Clearance (LOC).



3. **The Letter of Clearance (LOC)** will be mailed directly to you, the employer, authorizing the ability to allow the student to begin work. This step can take up to 10 days.

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### FOLLOW PAYROLL PROCEDURES

1. **Student** submits hours biweekly to [timesheet.ucr.edu](mailto:timesheet.ucr.edu).

2. **Student** prints their timesheet and submits it to their supervisor for approval.

3. **Supervisor** submits signed timesheets by each biweekly due date and emails to [workstudy@ucr.edu](mailto:workstudy@ucr.edu). Supervisor will receive a statement account no later than the 20th of each month; Terms Net30.

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 regulations, including the disbursement of federal funds. Employers that allow a student to work beyond the work-study allocation must assume 100 percent of the salary for the additional time worked.*

### CONSIDER EMPLOYMENT DATES



**Work-Study Hires:** Employers wishing to hire work-study students must adhere to these campus-mandated dates:

**Aug 20, 2018:** Students can start to view and apply for work-study positions.

**Sept. 24, 2018:** Students can start to work using work-study funds.

**June 14, 2019:** The last day students can work using work-study funds.

### MONITOR STUDENT WORK HOURS



**Classes in Session:** Up to 20 hours per week

**Classes 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:** Terminate the student -or- Retain the student, assuming 100 percent of the student's salary.

**If the student does not perform the job in a satisfactory manner:** Terminate a student by documenting the situation and forwarding the information to the Financial Aid Office, attention Kelly Stewart: [kelly.stewart@ucr.edu](mailto:kelly.stewart@ucr.edu).

### CONTACT US



**FINANCIAL AID**  
(951) 827-5429  
[finaid.ucr.edu](http://finaid.ucr.edu)  
*Work-Study Award Amount and Eligibility Periods*



**UCR CAREER CENTER**  
(951) 827-3631  
[careers.ucr.edu](http://careers.ucr.edu)  
*Job Posting and Hiring Process*



**HUMAN RESOURCES**  
(951) 827-2622  
[hr.ucr.edu](http://hr.ucr.edu)  
*Student Employment Guidelines*