UC RIVERSIDE | Career Center & Financial Aid

Work-Study Orientation

CAREER CENTER » CAREERCENTER@UCR.EDU
FINANCIAL AID » FINAID@UCR.EDU

Welcome

Utilizing your Work-Study award is a process! Be sure to follow each step.

Topics we will cover today:

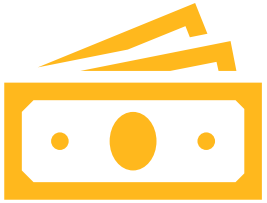
- What is work-study?
- Do you qualify for work-study?
- Benefits of using work-study
- Strategies on searching for a job
- How to apply for a work-study job
- How to get hired and paid

What is Work-Study?

We have all the answers

It is a need-based employment program funded by the federal government

You can obtain a Work-Study award on and off-campus



Work-Study award does not have to be repaid

Do you have Work-Study?

Student Eligibility

Students may qualify for work-study based on the results from your FAFSA.

Must also be:

- Undergraduate students
- Eligible to work in the U.S.
- Demonstrate financial need
- Meet and maintain Satisfactory Academic Progress (SAP)

If you qualify, work-study will be awarded to you on your Financial Aid offer.

You MUST accept work-study if you are going to be searching for work-study jobs.

How to check your award

1. Log in to R'Web
2. Go to Financial Aid
3. Click on Award Offer. Make sure the Award Year is set to 2024-2025.
4. Click open the Work section.
5. Accept work-study award

If you do not use your work-study award, you will lose it!

What are the benefits of using work-study award?

You are going to love this!

Help with educational expenses

Flexible hours

Gain experience, skills, & network

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Who Hires Work-Study Students?

- **On-Campus Employers**
  - Any on-campus department can offer a position for work-study students
  - However, not all campus jobs are work-study

  **Must have an approved work-study job posted on Handshake*

- **Off-Campus Employers**
  - Local school districts
  - Non-Profits

  **All off-campus employers must meet certain criteria and go through an approval process prior to receiving work-study students*

Examples of types of positions you might find

Data Management positions
(ie. UCR Environmental Health & Safety)

Customer Service positions
(ie. UCR Dining Services)

Administrative/ Office Support positions
(ie. UCR Office of Registrar)

Tutor positions
(ie. Moreno Valley Unified School District)

Community Service positions
(ie. BLU Foundation, My Learning Studio)

Timeline

August 22, 2024
Students can start to view and apply to all Work-Study positions

September 15, 2024
Students may begin working utilizing work-study funds up to 19 hours/week

Winter Break:
- Dec. 14, 2024 – Jan. 2,2025

Spring Break:
- March 24 - 28, 2025

**May work up to 39 hours*

June 21, 2025
Last day students can utilize work-study funding

TIP: Your timeline for applying to jobs depends on what your needs and goals are. If you are a new students, you may want to take time to adjust to college life before applying for work-study positions.

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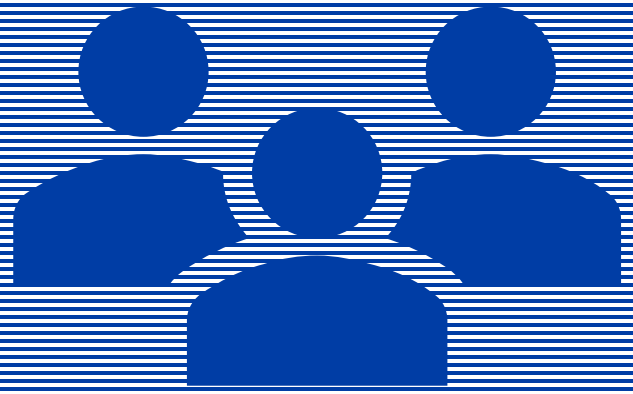
Work-Study Job Reminders

1. Accepting a work-study award does not entitle you to a job.
2. Jobs are highly competitive. They are REAL jobs.
3. Show up on time, be courteous, and act responsibly.
4. Not all on campus jobs get posted, so you may ask departments directly if they are hiring. The department must post their position on Handshake to proceed with the hiring process.
5. Students must maintain at least a 2.0 GPA to qualify.



WORK-STUDY PROGRAM:
Federal Work-Study (FWS)
How to Search for a Job

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FOR STUDENTS

1 LOG IN
VISIT ucr.joinhandshake.com
CLICK on "Login with CAS."
ENTER your UCR Net ID and Password

2 SEARCH FOR JOBS
1. Select the "Jobs" tab, then click on "Filters."
2. Under the "Job Type," check the box labeled "Work-Study," then click on "See Jobs."
3. When you see a job that interests you, click on the job title to pull up th job description.

3 APPLY
1. Have your resume critiqued by a Career Specialist during drop-in hours. Visit careers.ucr.edu to view hours and availability. Upload your resume from the drop-down menu, select the "Documents" tab, click on "Select from Computer," and then "Add Document."
2. Apply for the position as directed by the job description. Employers will schedule interviews with the most qualified candidates.
3. Access your Work-Study Eligibility Notification from the job description on Handshake or at https://wswf.ucr.edu/

4 GET INTERVIEWED
1. Have your Work-Study Eligibility Notification ready for your scheduled interview to share with the employer.
2. Be prepared and on time for your interview.

5 GET HIRED
OFF-CAMPUS JOBS Once hired, complete the following steps:
1. Fill out the Work-Study New Hire Form from the Career Center or Financial Aid website to initiate the Work-Study Student Employment Contract. You and your supervisor must sign through DocuSign. Attach a copy of your job description and your Work-Study Eligibility Notification.
2. You will receive another DocuSign with your onboarding documents and appointments to schedule. Complete as soon as possible.
3. Once processed, a Letter of Clearance will be sent to you and your supervisor that you are cleared to start working. This can take up to 15 days.

ON-CAMPUS JOBS
1. Fill out the Work-Study New Hire Form from Career Center or Financial Aid website to initiate the Work-Study Student Employment Contract. You and your supervisors must sign through DocuSign. Attach a copy of your job description and your Work-Study Eligibility Notification.

CONTACT US
FINANCIAL AID
For help with Work-Study eligibility, allocation adjustments, Letter of Clearance, onboarding appointments, off campus paycheck and timesheet issues, contact finaid@ucr.edu.

CAREER CENTER
For help with job search assistance, Work-Study job application, Drop-In counseling, contact the Career Center at careercenter@ucr.edu

Join our fan page: UC Riverside Career Center
Follow us: ucr.careercenter
Follow us: UCRCareerCenter
Link to our group: UC Riverside Career Center

finaid@ucr.edu • CAREERS.UCR.EDU/gain-experience/work-study

UC RIVERSIDE Career Center

Your One-Page Guide

https://careers.ucr.edu/sites/default/files/2024-08/work-study_student-guide.pdf

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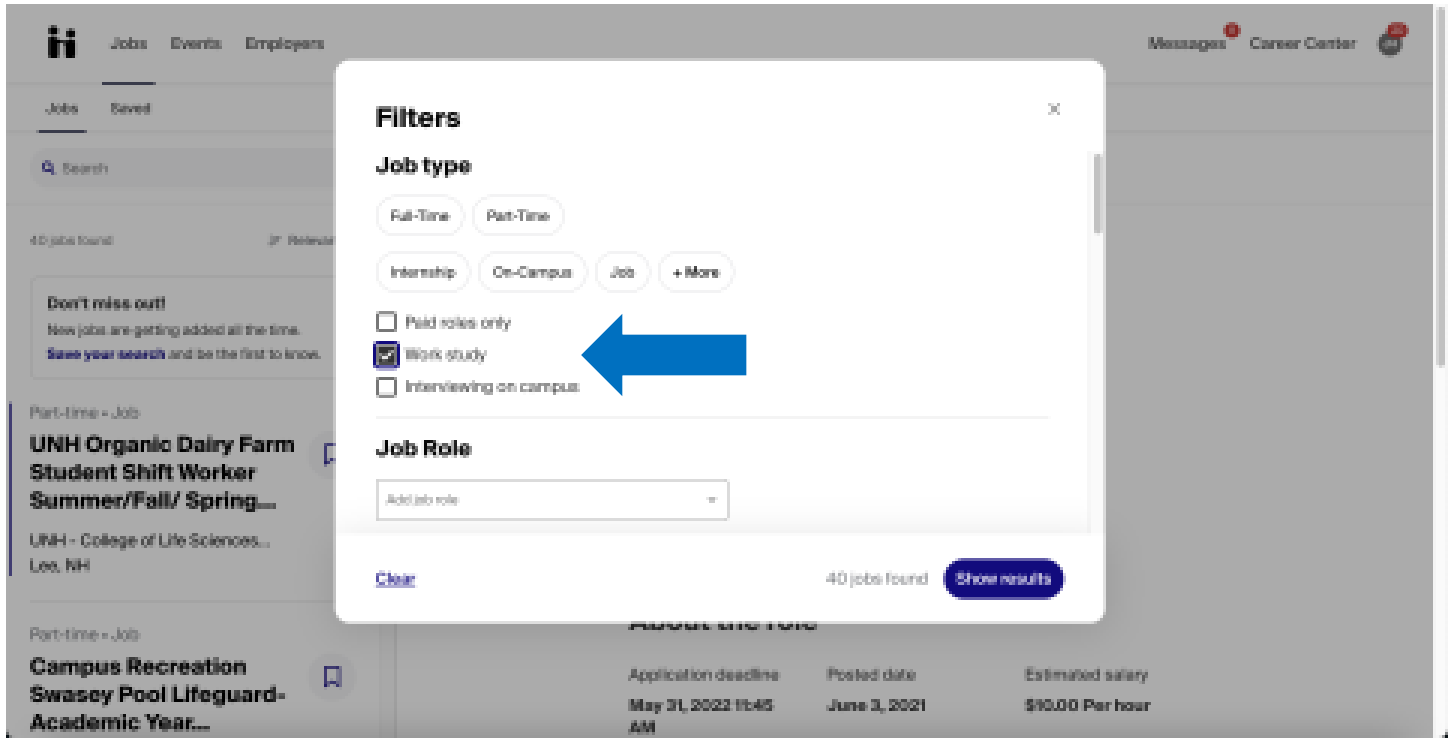
Finding Work-Study Jobs

Finding Work-study positions on Handshake

1. Click on Jobs
2. Click on All Filters
3. Click on Work-Study!



**If you cannot view this filter, you may have not accepted your award. Updates happen weekly for newly accepted work-study students.*

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Preparing for your Job Search

Quick Resume Tips

- In one page include:
  - Contact Information
  - Education
  - Work Experience (or Volunteer)
  - Skills
  - Campus Involvement
  - Activities, Honors, and Awards

- Tailor your resume to the “type” of positions you are interested in (ie. Customer service, administrative/office support).

- Attend a Career Center Resume Building Workshop

- Have resume critiqued by the Career Counselor BEFORE uploading it into Handshake

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Types Of Appointments

In Person & Virtual Counseling Appointments

are in-depth sessions with professional counselors that can be made any time during our regular office hours.
You must request an appointment via UCR Handshake or at the Career Center Front Desk.
Go to the Career Center tab in Handshake to request an appointment.
We cannot make appointments via email.

In Person & Virtual Drop In Advising

appointments are 15 minutes in duration. You can sign up for any of the available 15-minute slots. Appointments may also be requested at the Career Center front desk daily.
Only 1 appointment is permitted per day.

Interview Critique/ Practice Appointments

are 1-hour long sessions that can be scheduled to practice interviewing with a career specialist and receive feedback to prepare for an upcoming interview.
We recommend that you schedule a virtual appointment for this practice as most interviews are now virtual, especially first rounds of interviews.

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Interview Tips

1. Dress Appropriately
   **Professional Clothes are available at the R'Closet*
2. Read job description and prepare questions
3. Review instructions and test your technology for virtual interviews
4. Find an environment with minimal distractions and noise for virtual interviews
5. Be on time
6. Follow up with a thank you email

Work-Study Hiring Process

On-Campus Hiring Process

Your on campus supervisor/department will onboard you. The process below is for Financial Aid purposes and must be completed in addition to your onboarding.

Fill out the **Work-Study New Hire Form** to initiate the Work-Study student employment process.

Attach a copy of your **job description from Handshake** and your **24/25 Work-Study Eligibility Notification.**

Sign your **Work-Study Student Employment Contract** via DocuSign (as well as your supervisor).

Wait for clearance from your supervisor before you begin working.

Off-Campus Hiring Process

Financial Aid will onboard you. The process below is for Financial Aid purposes and must be completed in addition to your onboarding.

Fill out the **Work-Study New Hire Form** to initiate the Work-Study student employment process.

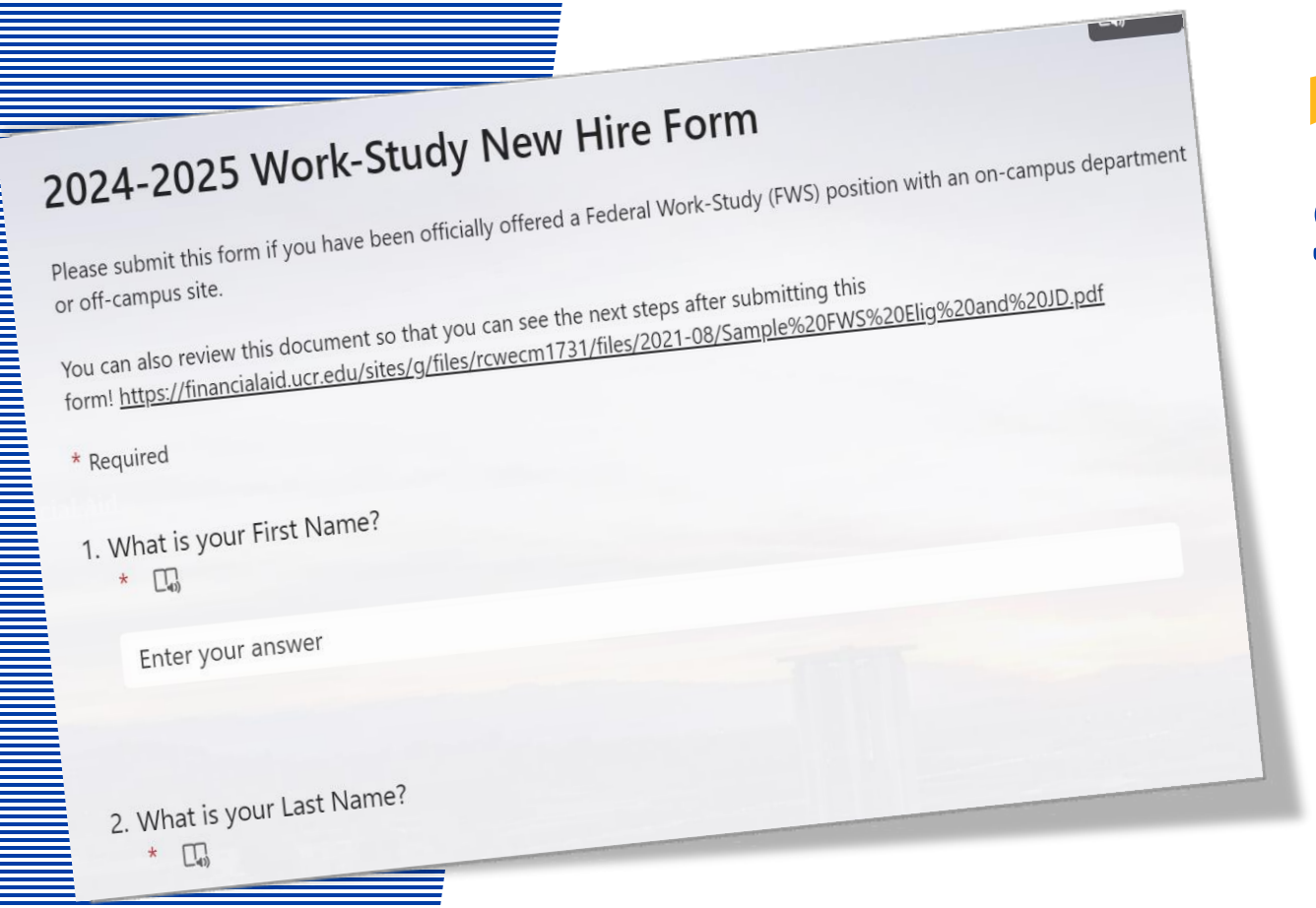
Attach a copy of your **job description from Handshake** and your **24/25 Work-Study Eligibility Notification**.

Sign your **Work-Study Student Employment Contract** via DocuSign (as well as your supervisor).

You will be sent an **Onboarding Packet** (also via DocuSign)**. Attend *required* Appointment.**

**May take up to 15 business days to process.*

Wait for a **Letter of Clearance** to be emailed to you and your employer, before you begin working. Financial Aid will send this out.



Sample Work-Study New Hire Form

- Fill out when you have received a job offer
- Link located on the Financial Aid and Career Center's website
- Attach job description and Work-Study Eligibility Notification Form

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UCR Office of Financial Aid

24-25 WS NOTIFICATION

WORK-STUDY ELIGIBILITY NOTIFICATION

NAME: [redacted]
SID: [redacted]

UCR's Financial Aid Office has confirmed that you received a Work-Study allocation to help cover your college expenses.

Your Work-Study allocation for the 2025 year is:
$3,000.00.
Your Work-Study remaining balance is $3,000.00.

Please note that this letter is only a notice of your Work-Study allocation. You will need to provide a copy of this notice during your interview.

When you are hired with a work-study job, you will need to upload: (1) a copy of this notice and (2) a copy of your job description. Refer to the "Work Study Process" webpage for complete instructions. Once processed, you and your supervisor will receive a **Letter of Clearance**. You must await the **Letter of Clearance** to start working. This process may take up to 15 days.

Additionally, based on your Work-Study eligibility and eligibility requirements specified by the California Department of Social Services, you may be eligible for CalFresh benefits. CalFresh can help you cover your food expenses while you are in college. We encourage you to apply to receive this valuable benefit that could help make your college expenses more affordable. For more information, visit UCR's Basic Needs website.

Please retain this letter as verification of your eligibility for, and receipt of, a Work-Study allocation and for CalFresh eligibility purposes.

FOR MORE INFORMATION:

E-mail the Financial Aid Office at finaid@ucr.edu for any questions about your Work-Study allocation. Contact the Career Center at careercounseling@ucr.edu for assistance in your job search.

Sample Work-Study Eligibility Notification

- Provide to your employer at your Interview
- Attach to your Work-Study Student Employment Contract
- https://wswf.ucr.edu/

**Link also included in job description*

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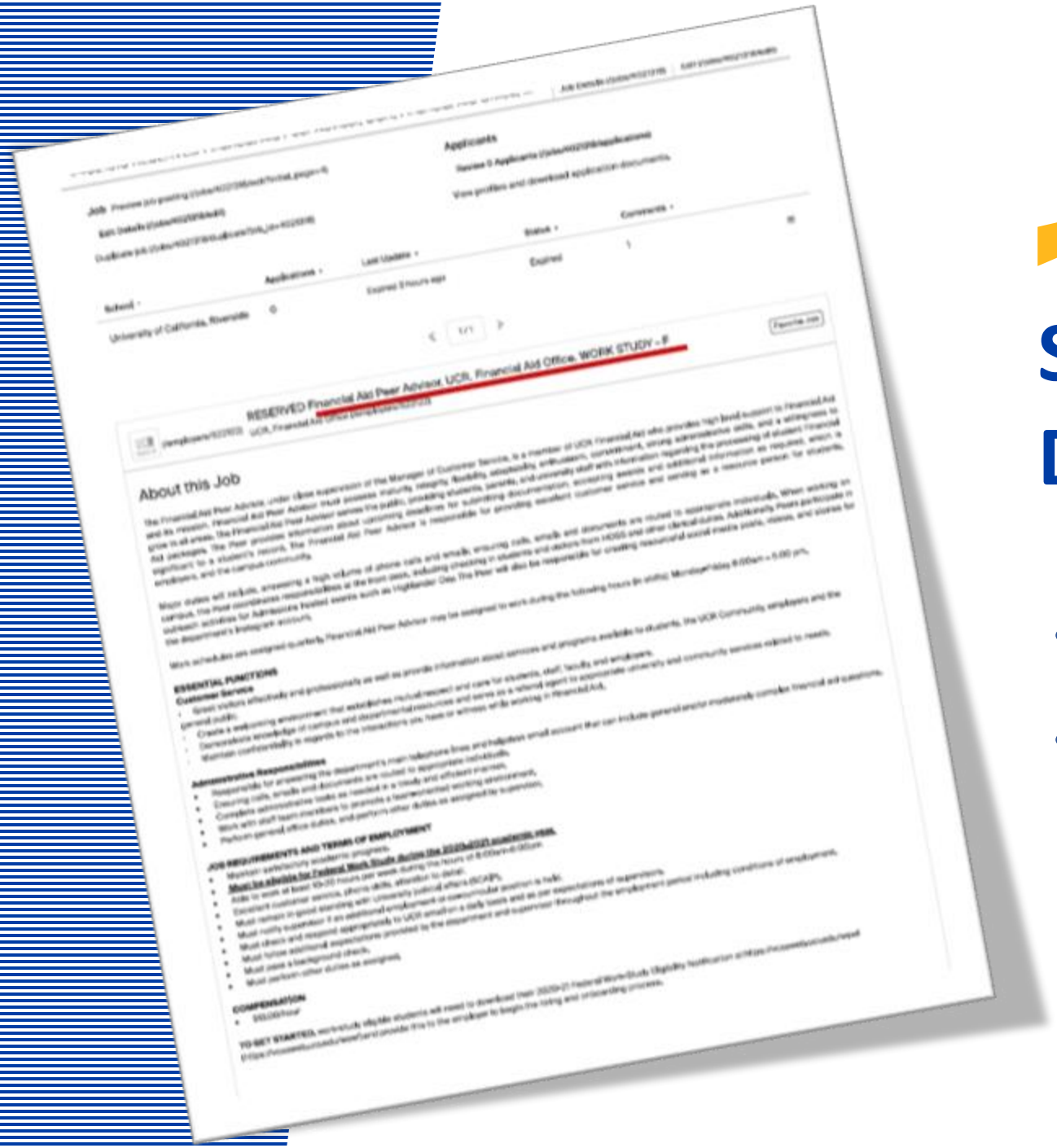

Sample Work-Study Job Description in Handshake

- Work-Study must be in the title of the job description
- Attach job description to your Work-Study Student Employment Contract

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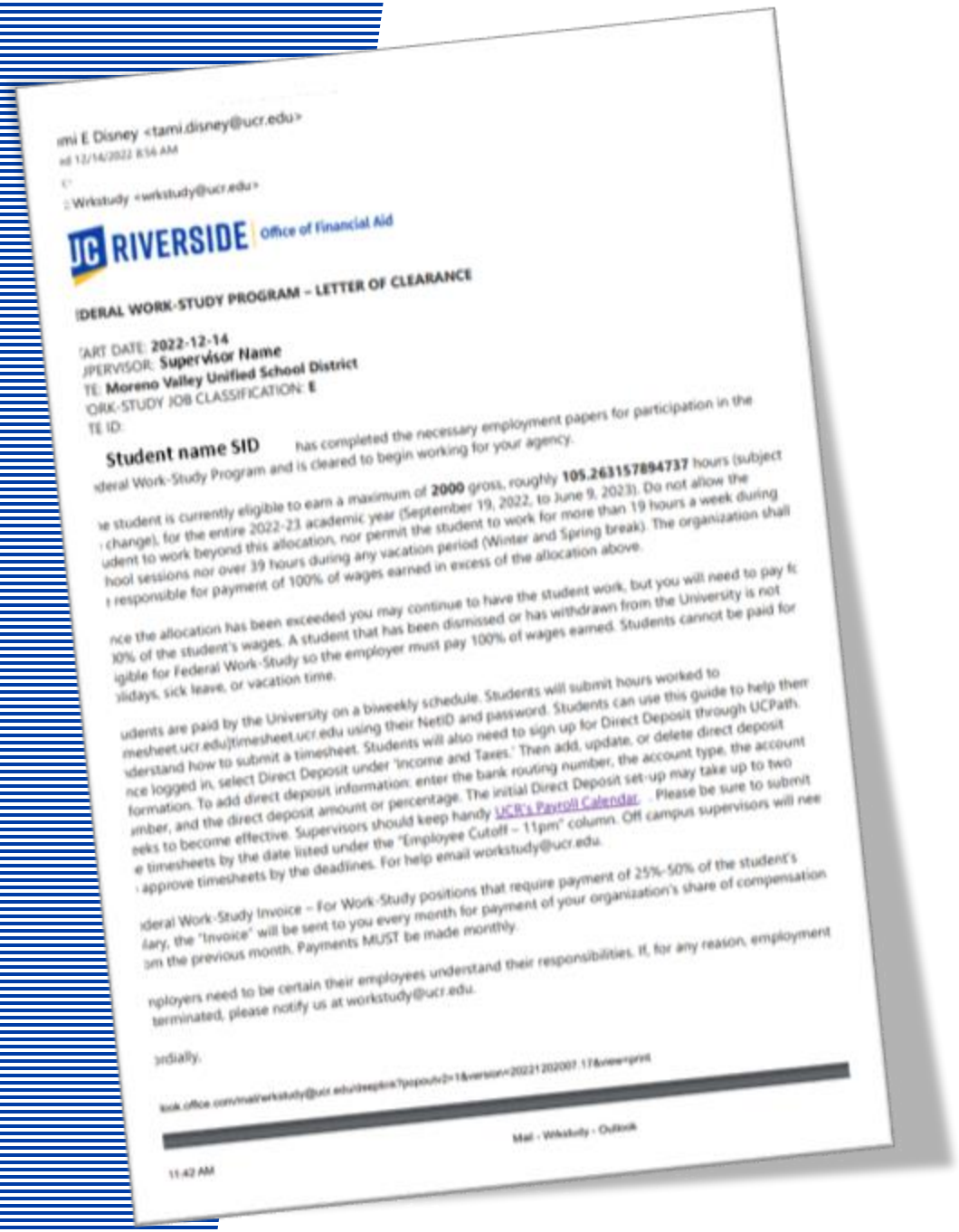

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d 12/14/2022 8:56 AM
Wrkstudy <wrkstudy@ucr.edu>

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DERAL WORK-STUDY PROGRAM – LETTER OF CLEARANCE

ART DATE: **2022-12-14**
PERVISOR: **Supervisor Name**
E: **Moreno Valley Unified School District**
ORK-STUDY JOB CLASSIFICATION: **E**
E ID:

Student name SID has completed the necessary employment papers for participation in the
deral Work-Study Program and is cleared to begin working for your agency.

e student is currently eligible to earn a maximum of **2000** gross, roughly **105.263157894737** hours (subject
change), for the entire 2022-23 academic year (September 19, 2022, to June 9, 2023). Do not allow the
udent to work beyond this allocation, nor permit the student to work for more than 19 hours a week during
hool sessions nor over 39 hours during any vacation period (Winter and Spring break). The organization shall
responsible for payment of 100% of wages earned in excess of the allocation above.

nce the allocation has been exceeded you may continue to have the student work, but you will need to pay fo
0% of the student's wages. A student that has been dismissed or has withdrawn from the University is not
gible for Federal Work-Study so the employer must pay 100% of wages earned. Students cannot be paid for
idays, sick leave, or vacation time.

udents are paid by the University on a biweekly schedule. Students will submit hours worked to
mesheet.ucr.edu/timesheet.ucr.edu using their NetID and password. Students can use this guide to help them
derstand how to submit a timesheet. Students will also need to sign up for Direct Deposit through UCPath.
nce logged in, select Direct Deposit under 'Income and Taxes.' Then add, update, or delete direct deposit
formation. To add direct deposit information: enter the bank routing number, the account type, the account
mber, and the direct deposit amount or percentage. The initial Direct Deposit set-up may take up to two
eeks to become effective. Supervisors should keep handy UCR's Payroll Calendar. . Please be sure to submit
e timesheets by the date listed under the "Employee Cutoff – 11pm" column. Off campus supervisors will nee
approve timesheets by the deadlines. For help email workstudy@ucr.edu.

deral Work-Study Invoice – For Work-Study positions that require payment of 25%-50% of the student's
lary, the "Invoice" will be sent to you every month for payment of your organization's share of compensation
m the previous month. Payments MUST be made monthly.

nployers need to be certain their employees understand their responsibilities. If, for any reason, employment
terminated, please notify us at workstudy@ucr.edu.

rdially.

11:42 AM Mail - Wrkstudy - Outlook

Sample Letter of Clearance

for Off-Campus Work-Study positions only

- Sent to you and your off-campus supervisor when you have been cleared to work
- Once received, your supervisor will be able to start scheduling your work hours

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Timesheets

Timesheets

On Campus Employees

- You will be paid bi-weekly
- Speak with your employer regarding procedures & deadlines

Keep track of the hours you work!

- DO NOT exceed your award allocation
- Example = $2000 FWS Award & job that pays $16/hr = 125 hours of work

Timesheets

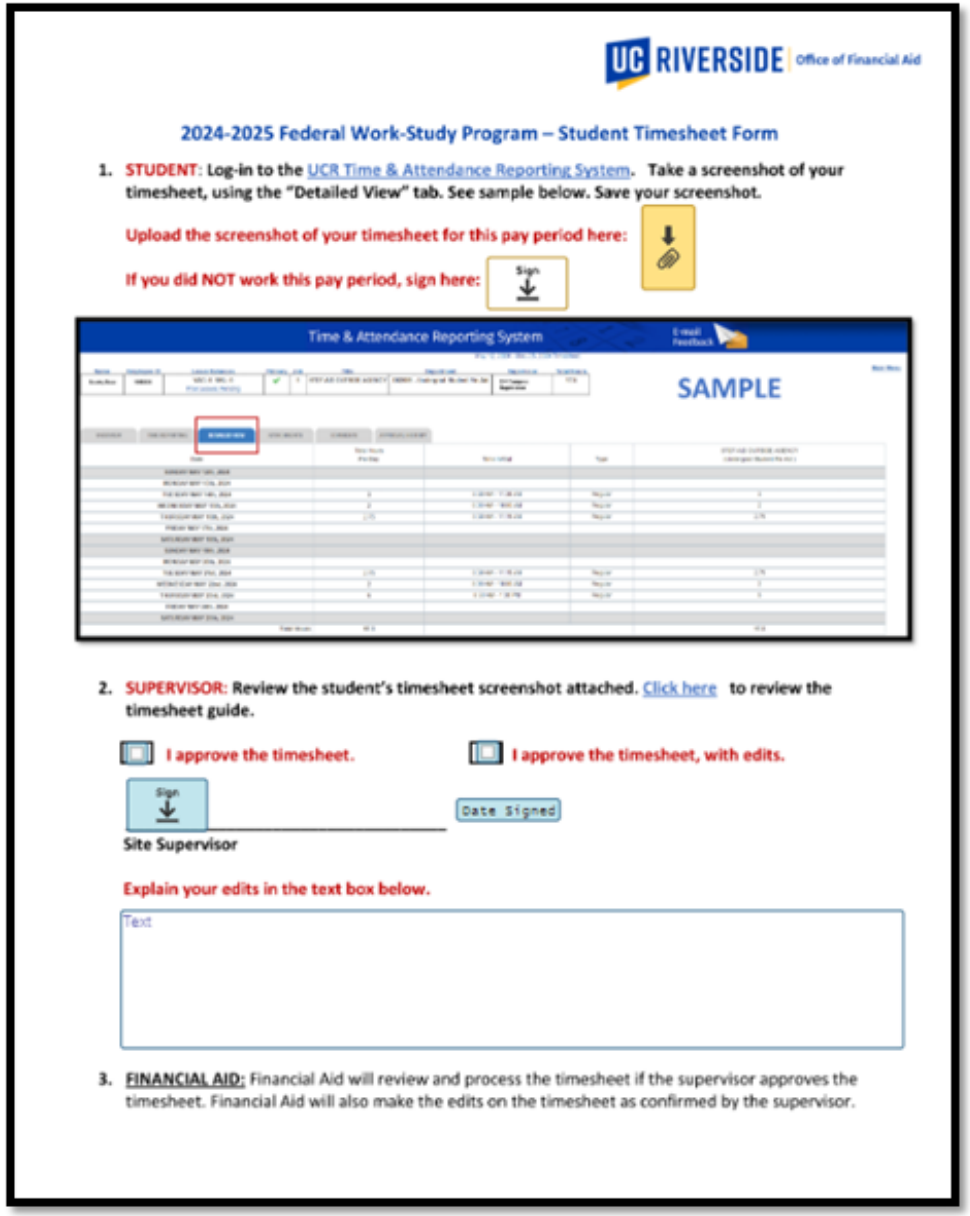
Off Campus Employees

- You will be paid bi-weekly
- You will fill out your timesheet on the UCR Time and Attendance Reporting System (TARS) AND you will need to fill out a Timesheet Form through DocuSign **each pay period**

Process summary:

1. Financial Aid will send out the DocuSign Timesheet Form
2. Student uploads timesheet screenshot, signs
3. Supervisor reviews and approves
4. Financial Aid will process timesheet

- Remember to keep track of your hours!



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2024-2025 Federal Work-Study Program – Student Timesheet Form

1. **STUDENT:** Log-in to the UCR Time & Attendance Reporting System. Take a screenshot of your timesheet, using the "Detailed View" tab. See sample below. Save your screenshot.

Upload the screenshot of your timesheet for this pay period here:

If you did NOT work this pay period, sign here: Sign

Time & Attendance Reporting System

SAMPLE

2. **SUPERVISOR:** Review the student's timesheet screenshot attached. Click here to review the timesheet guide.

I approve the timesheet. I approve the timesheet, with edits.

Sign Date Signed

Site Supervisor

Explain your edits in the text box below.

Text

3. **FINANCIAL AID:** Financial Aid will review and process the timesheet if the supervisor approves the timesheet. Financial Aid will also make the edits on the timesheet as confirmed by the supervisor.

Know your Dough!

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Wages	**Gross wages** – how much you make before deductions are taken out. **Net Pay** – "take home" pay; gross pay minus all the deductions.
W-4	Form that tells employers how much **$$$** to take out each pay period to go towards taxes.
W-2	Form that records gross wages and amounts taken out for taxes. You get this in January for the prior year's wages.
Workshops	For Financial Wellness Workshops, visit go.ucr.edu/finwell or follow @ucrfinwell on Instagram for more info!

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Who to Contact

About Financial Aid

Work-Study Allocation & Pay

- Work-Study eligibility questions
- Any allocation adjustments
- Off campus timesheet questions

Reminders

- Sign up for Direct Deposit in R'Web and UCPath

About Career Center

Schedule an appointment

- Job Search Assistance
- Interview Prep
- Resume and Cover Letter Reviews

Attend events and workshops

- Virtual Skill-Building Workshops
- Virtual Resume Reviews or Mock Interview events with employers

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Contact Us

FINANCIAL AID
finaid@ucr.edu

For help with Work-study eligibility, Allocation adjustments, Letter of Clearance, paycheck and timesheet issues

CAREER CENTER
careercenter@ucr.edu

For help with Job search assistance, work-study job postings and Drop-in counseling

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Thank You