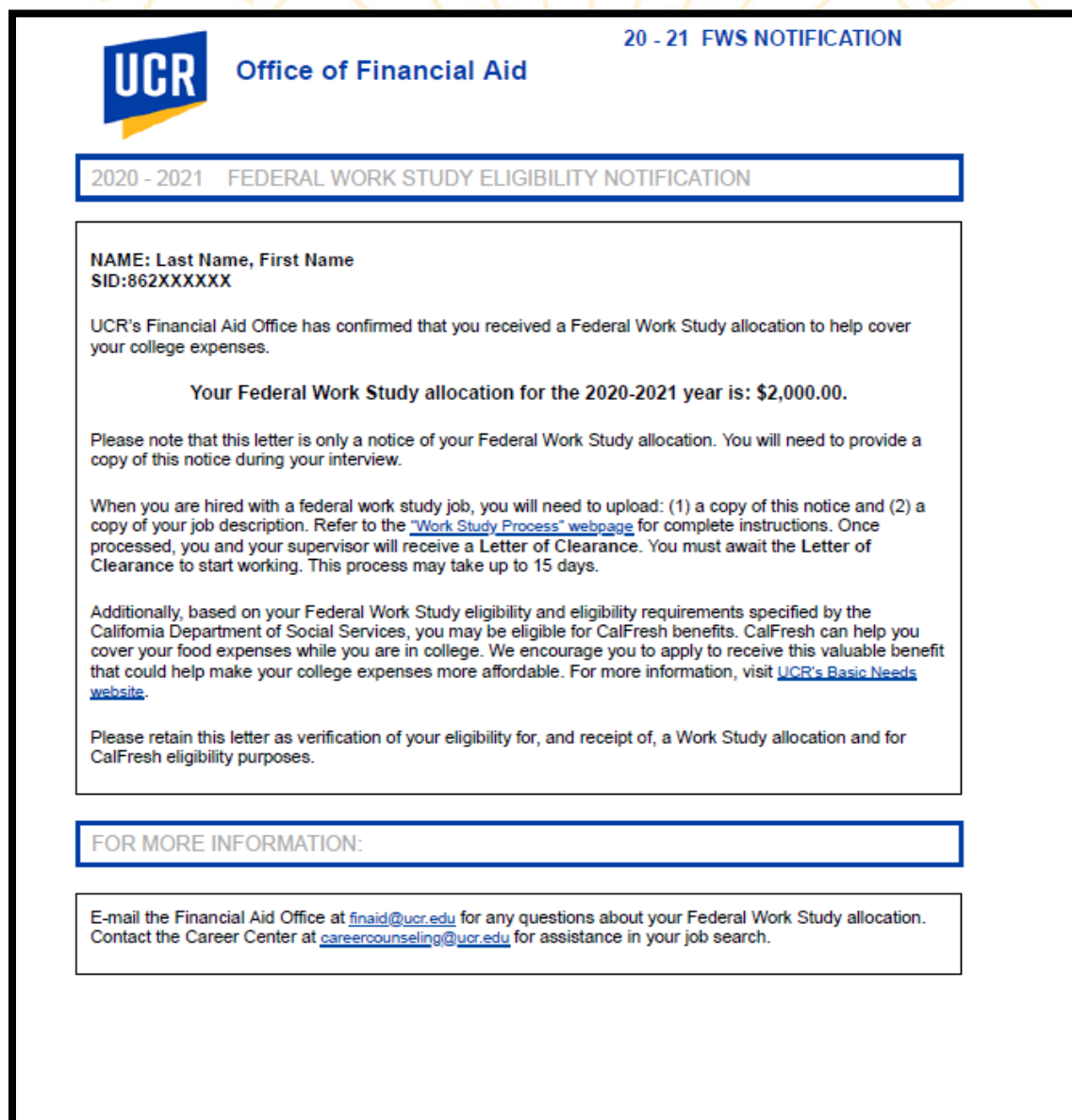


Sample Documents for DocuSign Packet

Once you submit the Work-Study New Hire Form, you'll be routed a DocuSign packet via email. This DocuSign will ask you to sign the Federal Work-Study Student Employment Contract and it will require you (or your supervisor) to submit the following documents:

1. Federal Work-Study Eligibility Notification

Students can get their notification in their Handshake account or by going to this site directly: <https://wswf.ucr.edu/>. Next, upload the saved copy into the DocuSign under the attachment icon labeled as Work Study Eligibility Notification.



The image shows a sample document titled "20 - 21 FWS NOTIFICATION" from the "Office of Financial Aid" at UCR. The document is a "2020 - 2021 FEDERAL WORK STUDY ELIGIBILITY NOTIFICATION". It contains the following text:

NAME: Last Name, First Name
SID: 862XXXXXX

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

Your Federal Work Study allocation for the 2020-2021 year is: \$2,000.00.

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

When you are hired with a federal 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 Federal 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 Federal Work Study allocation. Contact the Career Center at careercounseling@ucr.edu for assistance in your job search.

2. Handshake Job Posting

Depending on how the Work-Study New Hire Form was filled out, either the student or the supervisor will need to upload a copy of the job description as was posted in Handshake. It must say that it is a work study position in the job title.

#4021318 RESERVED Financial Aid Peer Advisor, UCR, Financial Aid Office, ...
Job Details (/jobs/4021318)
Edit (/jobs/4021318/edit)

Job [Preview job posting \(/jobs/4021318/edit?initial_page=4\)](#)

[Edit Details \(/jobs/4021318/edit\)](#)

[Duplicate Job \(/jobs/4021318/duplicate?job_id=4021318\)](#)

Applicants

[Review 0 Applicants \(/jobs/4021318/applicants\)](#)

[View profiles and download application documents.](#)

School	Applications	Last Update	Status	Comments
University of California, Riverside	0	Expired 3 hours ago	Expired	1

< 1 / 1 >

(/employers/522122)

RESERVED Financial Aid Peer Advisor, UCR, Financial Aid Office, WORK STUDY - F

UCR, Financial Aid Office (/employers/522122)

Favorite Job

About this Job

The Financial Aid Peer Advisor, under close supervision of the Manager of Customer Service, is a member of UCR Financial Aid who provides high level support to Financial Aid and its mission. Financial Aid Peer Advisor must possess maturity, integrity, flexibility, adaptability, enthusiasm, commitment, strong administrative skills, and a willingness to grow in all areas. The Financial Aid Peer Advisor serves the public, providing students, parents, and university staff with information regarding the processing of student Financial Aid packages. The Peer provides information about upcoming deadlines for submitting documentation, accepting awards and additional information as required, which is significant to a student's record. The Financial Aid Peer Advisor is responsible for providing excellent customer service and serving as a resource person for students, employers, and the campus community.

Major duties will include, answering a high volume of phone calls and emails; ensuring calls, emails and documents are routed to appropriate individuals. When working on campus, the Peer coordinates responsibilities at the front desk, including checking in students and visitors from HOSS and other clerical duties. Additionally, Peers participate in outreach activities for Admissions hosted events such as Highlander Day. The Peer will also be responsible for creating resourceful social media posts, videos, and stories for the department's Instagram account.

Work schedules are assigned quarterly, Financial Aid Peer Advisor may be assigned to work during the following hours (in shifts): Monday-Friday 8:00am - 5:00 pm.

ESSENTIAL FUNCTIONS

Customer Service

- Greet visitors effectively and professionally as well as provide information about services and programs available to students, the UCR Community, employers and the general public.
- Create a welcoming environment that establishes mutual respect and care for students, staff, faculty, and employers.
- Demonstrate knowledge of campus and departmental resources and serve as a referral agent to appropriate university and community services related to needs.
- Maintain confidentiality in regards to the interactions you have or witness while working in Financial Aid.

Administrative Responsibilities

- Responsible for answering the department's main telephone lines and helpdesk email account that can include general and/or moderately complex financial aid questions.
- Ensuring calls, emails and documents are routed to appropriate individuals.
- Complete administrative tasks as needed in a timely and efficient manner.
- Work with staff team members to promote a team-oriented working environment.
- Perform general office duties, and perform other duties as assigned by supervisor.

JOB REQUIREMENTS AND TERMS OF EMPLOYMENT

- Maintain satisfactory academic progress.
- Must be eligible for Federal Work Study during the 2020-2021 academic year.
- Able to work at least 10-20 hours per week during the hours of 8:00am-5:00pm.
- Excellent customer service, phone skills, attention to detail.
- Must remain in good standing with University judicial affairs (SCA/P).
- Must notify supervisor if an additional employment or co-curricular position is held.
- Must check and respond appropriately to UCR email on a daily basis and as per expectations of supervisors.
- Must follow additional expectations provided by the department and supervisor throughout the employment period including conditions of employment.
- Must pass a background check.
- Must perform other duties as assigned.

COMPENSATION

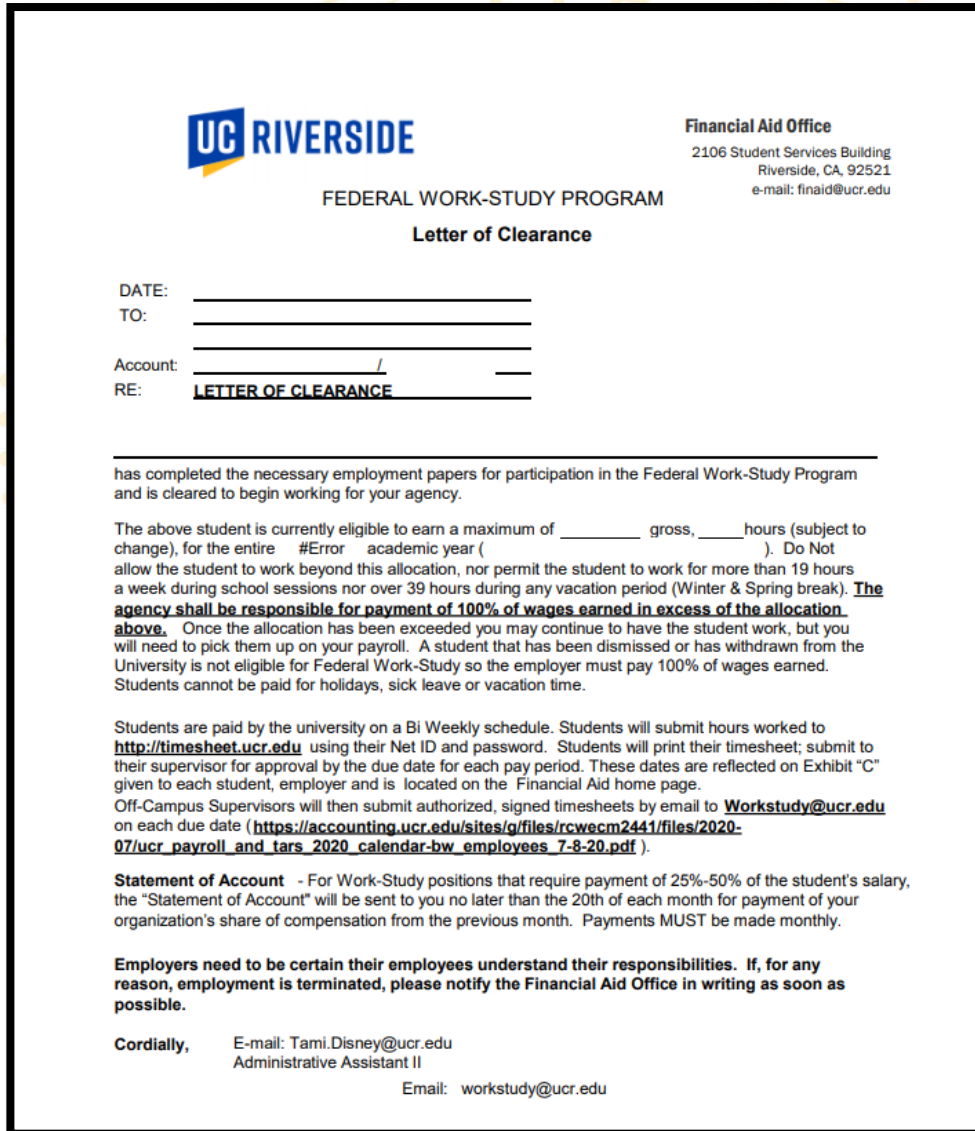
- \$13.00/hour

TO GET STARTED, work-study eligible students will need to download their 2020-21 Federal Work-Study Eligibility Notification at <https://vcswweb.ucr.edu/wswf> and provide this to the employer to begin the hiring and onboarding process.

<https://app.joinhandshake.com/jobs/4021318>
1/3

3. Once received, Financial Aid will process.

If the student is working off campus, you'll be emailed about 5-10 days later to make an onboarding appointment. When completed, please await an email from Financial Aid that includes your Letter of Clearance. It will be emailed to you and your supervisor to let you know that you are "cleared" to start working.



The image shows a 'Letter of Clearance' form from UC Riverside's Financial Aid Office. The form is enclosed in a black border and features the UC Riverside logo on the left and the Financial Aid Office contact information on the right. The title 'FEDERAL WORK-STUDY PROGRAM Letter of Clearance' is centered. Below the title, there are fields for 'DATE:', 'TO:', 'Account:', and 'RE:'. The 'RE:' field is pre-filled with 'LETTER OF CLEARANCE'. The main body of the form contains several paragraphs of text, including a statement that the student has completed necessary employment papers, a section on work allocation limits (maximum hours and gross pay), and instructions on how to submit timesheets. It also includes a 'Statement of Account' section and a note for employers to ensure employees understand their responsibilities. At the bottom, there is a 'Cordially,' sign-off from Tami Disney, Administrative Assistant II, with her email address and the workstudy@ucr.edu email address.

UC RIVERSIDE

Financial Aid Office
2106 Student Services Building
Riverside, CA, 92521
e-mail: finaid@ucr.edu

FEDERAL WORK-STUDY PROGRAM
Letter of Clearance

DATE: _____
TO: _____
Account: _____ / _____
RE: **LETTER OF CLEARANCE**

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

The above student is currently eligible to earn a maximum of _____ gross, _____ hours (subject to change), for the entire #Error academic year (). Do Not allow the student to work beyond this allocation, nor permit the student to work for more than 19 hours a week during school sessions nor over 39 hours during any vacation period (Winter & Spring break). **The agency shall be responsible for payment of 100% of wages earned in excess of the allocation above.** Once the allocation has been exceeded you may continue to have the student work, but you will need to pick them up on your payroll. A student that has been dismissed or has withdrawn from the University is not eligible for Federal Work-Study so the employer must pay 100% of wages earned. Students cannot be paid for holidays, sick leave or vacation time.

Students are paid by the university on a Bi Weekly schedule. Students will submit hours worked to <http://timesheet.ucr.edu> using their Net ID and password. Students will print their timesheet; submit to their supervisor for approval by the due date for each pay period. These dates are reflected on Exhibit "C" given to each student, employer and is located on the Financial Aid home page. Off-Campus Supervisors will then submit authorized, signed timesheets by email to Workstudy@ucr.edu on each due date (https://accounting.ucr.edu/sites/g/files/rcwecm2441/files/2020-07/ucr_payroll_and_tars_2020_calendar-bw_employees_7-8-20.pdf).

Statement of Account - For Work-Study positions that require payment of 25%-50% of the student's salary, the "Statement of Account" will be sent to you no later than the 20th of each month for payment of your organization's share of compensation from the previous month. Payments MUST be made monthly.

Employers need to be certain their employees understand their responsibilities. If, for any reason, employment is terminated, please notify the Financial Aid Office in writing as soon as possible.

Cordially, E-mail: Tami.Disney@ucr.edu
Administrative Assistant II
Email: workstudy@ucr.edu

If the student is working on campus, you'll be contacted by your supervisor on when you can start working!