WORK STUDY
Undergraduate Student Employment:

WHAT IS WORK STUDY ?

- Work study is a federal aid program that is awarded to undergraduates based on need.
- The program covers 75% of the students' wages.
- The funds for the student are earned in the form of a paycheck.
- Work study awards can be used between July and June 30 and unearned work study is forfeited on June 30 and not transferred to the next fiscal year.
- Students will be able to check their eligibility for the coming fiscal year by mid-June.
- Hours are capped at 20 hours per week while school is in session.
- Work Study is first come, first served.

STEP 1 – Faculty works with department staff to prepare to hire:

Department staff/service channel will need the following to recruit/hire:

- **Job Description:** A Job Purpose, Job Description, Job Qualifications and other details about the job will be needed for posting the position.

- **Job Classification and pay rates:**
  The three levels for Student Assistants are based on the relative degree of difficulty inherent in the research-related duties, manual, clerical, advising, public contact, technical duties performed. STDT AST 3 is commonly used for students working in research environments. The STDT AST 4 level is reserved for highly responsible positions requiring extensive training and specialized knowledge or experience. More Info.

  Hourly Pay Rate: https://ucdavispolicy.ellucid.com/documents/view/183 Note that pay rates will rise in January 2022 due to increase in CA state minimum wage.

  Note: for any hourly student employee, an alternative/back up supervisor can be selected to approve timesheets.

- **The fund source that will be used:** An account will be needed for the payroll expenses not covered by the Work Study Program. It may be an existing account, or the faculty's finance contact in the department may want to set up a separate account or subaccount using the funds identified for covering the payroll expenses not covered by the Work Study Program.

STEP 2 – Department Staff/Service Channel (AUSS-C, DiSSC, SSO) staff proceed with the Recruiting/Hiring Processes

Here is an overview of the process:

Position is posted in HANDSHAKE: https://icc.ucdavis.edu/staff-faculty . "Work Study Eligible" is listed as a requirement. Position Type can be "Part Time, On-Campus Work Study, Paid"

NOTE: If a work study eligible student has already been identified to hire and an open recruitment will not be done, a position description will still be needed to have the appointment processed

After Faculty have selected student(s) and position(s) have been accepted by student(s):

Work Study Appointment Requested from Work Study for hiring process: The instructions for departments/units hiring a student for work study are here: https://financialaid.ucdavis.edu/work-study/employer-ucdavis/work-study/undergrad

Onboarding Process:

If the student being hired is not currently employed by the University or has had a break in service, they will need to do an onboarding through the appropriate shared services channel. Student(s) being hired should be encouraged to schedule the earliest onboarding appointment they can. It can take a week or more from the time the onboarding is complete before student is completely entered into payroll and can use the TRS system to record their hours worked.

Timesheets:

The hired student(s) will record their hours worked using the TRS system. The supervisor or an alternative/back up supervisor for the student(s) will approve the timesheet(s) on a Bi-Weekly basis.