UCLA

Work Study Guide 2016-2017

What Is Work Study?

Work Study is a federally subsidized hourly wage job program. For example, if a department pays you $12.00 per hour, it costs the department a net of $6.00 per hour because the federal government subsidizes and pays the other $6.00 per hour.

There are three advantages for work study students:

- The federal subsidy makes students highly sought-after employee.

- Work-study earnings do not count against student's aid eligibility when filling out next year's Free Application for Federal Student Aid (FAFSA) or the California Dream Act.

- Work-study gives students the opportunity to earn part of college costs rather than increase loans.

UCLA Financial Aid and Scholarships

A129 Murphy Hall Box 951435
Los Angeles, CA 90095
www.financialaid.ucla.edu
(310) 206-0400

Where can I find Work Study jobs? Am I guaranteed to find one?

Almost any on-campus job can be considered for Work Study; however the employer must submit the job to the Work Study website for review and approval.

Students can go directly to on campus departments and ask if there are any available work study jobs. Students can also go to the UCLA Work Study Job bulletin posted on [myUCLA](), which has a current listing of approved Work study jobs. This website is updated daily and provides students with contact information for each job posting to either email or call the employer. Although students aren't guaranteed a job, we encourage work study recipients to look early and often in order to be more likely to obtain one.

Who is Eligible?

Students who are eligible for Work Study will have a Work Study award on their Financial Aid Award Notification (FAN). The award is only valid for the specified FAN period. Awards cannot be rolled over.

There are several requirements a student must meet in order to qualify for a work study award. All awarding is dependent on funding availability from the UCLA Financial Aid and Scholarships office.

- Must submit a FAFSA or Dream Application on time by the priority deadline of March 2nd.
- Demonstrate financial need with an EFC of $12,000 or less.
- You must be enrolled at least half time. For undergraduates, this means at least 6 units

How does a student become officially placed in the program?

Once a student has accepted their Work Study award on their FAN, a referral form is available. The referral form is used by your their hiring department to hire you and must be done before the hiring deadline. (Refer to work study calendar for deadlines). Students are responsible for making sure their referral form has been submitted. A referral form is submitted by one of the following methods:

For On-Campus Jobs:
- The employer must complete and submit student referral form on the Work-Study Website every academic year and/or summer.

For Off Campus (this includes ASUCLA):
- Students must present hiring paper work to UCLA Financial Aid and Scholarships along with acceptable hiring documents and a voided check.
- Once all hiring paper work is complete UCLA Financial Aid and Scholarships will authorize/stamp the referral form. This stamped referral form must be given back to the employer. This authorizes a student to begin working as of the date specified on the form.

How do students get paid?

Once a student has been hired, wages will be paid through direct deposit to the student's personal bank account. ([UCLA At your service online](#)) Students are paid bi-weekly based on the dates specified for each pay period. Time records must be submitted on time by the due date using UCLA Time Reporting System (TRS) and the students UID to report hours worked.

If you do not submit your time record on time or past 30 days, your employer is responsible for 100% of your earnings.

ASUCLA students DO NOT USE TRS, please check with your employer for instructions.

Note: Work Study earnings do not impact your UCLA Bruin Bill account

How much money can I make? How many hours can I work?

Students can earn up to the award amount list on their FAN.
For example, if a student receives a $2,000 work study award the maximum earned under work study is $2,000. In order to determine how many hours a student can work, calculate the awarded amount and divide by the pay rate. The figure below shows the total number of hours a student can work. (Pay rate is variable based on the position).
For example: $2,000 Work Study Award divide $10.00 Pay rate = 200 hours maximum.

What is the hiring deadline?

The hiring deadline is a set date that students must be properly hired by in order to retain their award. If a student is not officially hired by the hiring deadline they will have their award canceled. **The summer and academic year each have a hiring deadline; please refer to** Work Study Calendar**.**

General Information

- Maximum of 20 hours per week.
- Students can only be in one work study job at a time.
- Work Study students must be paid at least minimum wage. Wage must be within reason to the position and other employees in a similar position.
- Summer work study is available if students are enrolled classes and apply for summer financial aid.

For more Work Study Information please visit:
Work Study and Jobs